



# It's my first IEP meeting, how do I prepare?

This tip sheet provides information about what an Individualized Education Program (IEP) meeting is and how you can prepare so that you can be an effective advocate for your child.

## The IEP Team

An IEP team is a group that works together to develop your child's IEP. The team's goal is to put together a program that helps your child make progress in school.



## Your role

You are a required, equal member of your child's IEP team. You know your child the best and can tell the team about their strengths, struggles, likes, and dislikes. Your role is to represent and advocate for your child. You are the one constant member of this team, and your involvement is key to making sure the IEP works for your child.



## Meeting as a team

No IEP team meetings can take place without you unless you are notified and refuse to attend. The other required members of the IEP team include one regular education teacher, a special education teacher, and a school district representative that supervises special education.

# IEP meeting checklist



At the first meeting, you will discuss your child's special education evaluation and what services should be provided by the IEP.

To prepare for the meeting, you can:

- Make a list of your child's strengths, challenges, likes, and dislikes.  
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- Make a list of your questions and concerns about your child's education.  
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- Read the evaluation document. If you can't read the whole document, focus on the areas of educational need section. It summarizes the main areas of need for your child. If English is not your first language, ask for a translator that can review it with you.  
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- Review the meeting notice and check the time, location, and who is attending.  
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- Bring a friend or family member to the meeting for support and notify the school that they will be attending.  
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*If you have more questions about what to expect at the IEP meeting or your role and rights as a parent, call PACER and ask to speak with an Advocate.*