Worksheet: Preparing for an IEP Meeting

Your child’s IEP is a very important document and should be specific to your child’s needs. It outlines your child’s educational needs and the services your child has the right to receive. Use this guide to figure out some areas where your child has made improvements and where they may need more support.

Fill this in before the IEP meeting and bring it with you. Keep in mind that all of the sections may not apply. The IEP team may not add all of your suggestions to your child’s IEP, but it is still very important that you share your thoughts.

For more details about your rights in the special education process, see AFC’s Guide to Special Education.

DOCUMENTS TO HELP YOU PREPARE:

I have a copy of my child’s:

☐ Current IEP
☐ Last psychoeducational evaluation
☐ Other evaluations (school/private evaluations)
☐ IEP progress reports
☐ Report cards
☐ Other teacher reports
☐ Doctor’s notes

IMPORTANT
The IEP team must consider any outside evaluations and documents that you bring with you.
WHAT SHOULD THE TEAM KNOW ABOUT YOUR CHILD?

What are your child’s strengths?

In what areas does your child struggle?
Be as specific as you can. Think about what your child can do independently and what they need help from an adult to do.

ACADEMICS (Such as reading, writing, or math)

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LIFE SKILLS (Like dressing, travel, time management, using money, nutrition)

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BEHAVIOR (Such as completing schoolwork, getting along with others, dealing with emotions)

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•
•
OCCUPATIONAL THERAPY (Like sensory needs, handwriting, organization)

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PHYSICAL THERAPY (Like walking up and down stairs, participating in gym)

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SPEECH/LANGUAGE (Such as pronouncing sounds, writing/listening/speaking skills)

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OTHER (Like a nurse, medical needs, transportation needs)

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THINK ABOUT IT:  
IS MY CHILD MAKING PROGRESS?

What progress did you see in the last year?

What do your child’s last report cards and IEP progress reports say about their progress?

Check your child’s last IEP. Can your child do everything in the IEP goals?

IMPORTANT

You can ask for new evaluations each year.

The DOE must give you a copy of evaluations before the IEP meeting if you ask for them.
THE NEW IEP:
GOALS FOR NEXT YEAR

IEP goals say what the DOE will teach your child to do next year. They should say whether your child will do these things on their own or with adult support.

Tell the IEP team about what you wrote here and ask them to make a goal for each of the skills you listed.

What progress would you like to see next year?
What do you want your child to be able to do one year from now?

ACADEMICS (Such as reading, writing, or math)

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LIFE SKILLS (Like dressing, travel, time management, using money, nutrition)

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BEHAVIOR (Such as completing schoolwork, getting along with others, dealing with emotions)

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OCCUPATIONAL THERAPY (Like sensory needs, handwriting, organization)

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PHYSICAL THERAPY (Like walking up and down stairs, participating in gym)

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SPEECH/LANGUAGE (Such as pronouncing sounds, writing/listening/speaking skills)

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OTHER (Like a nurse, medical needs, transportation needs)

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THE NEW IEP: SERVICES FOR NEXT YEAR

Think about what changes to the IEP will help your child make progress next year.
These changes should be based on what your child needs and not what the school has. You may not get every change to the IEP, but it doesn’t hurt to ask. If the IEP team does not make the changes you wanted, make sure they write what you asked for in the “Parent Concerns” section of the IEP.

MANAGEMENT NEEDS / CLASSROOM ACCOMMODATIONS
Classroom accommodations are small changes to how the class runs to help your child learn. Check the accommodations your child needs or propose your own:

- Use both oral and printed directions
- Give directions in small steps
- Highlight important information
- Provide additional time to complete a task
- Teacher checks for attention every 5 minutes
- Seat the student close to the teacher
- Provide teacher lesson notes
- Extra set of books for home
- Provide fewer questions on each page
- Building accommodations
- Other: _______________________
- Other: _______________________
- Other: _______________________
- Other: _______________________

BEHAVIOR INTERVENTION PLAN (BIP)
If your child’s behavior is getting in the way of their learning or other children’s learning, the IEP team should create an individual plan for your child to teach and support positive behaviors.

- My child needs one
- My child has one that needs to be updated

For more information about BIPs, see AFC’s fact sheet Positive Interventions for Students with Disabilities:
http://www.advocatesforchildren.org/sites/default/files/library/positive_interventions_FBAs_and_BIPs.pdf.
PROGRAM

Think about your child’s current classes. Are they the right match for your child’s needs? Does your child need different class sizes for different subjects?

My child needs:

☐ Smaller classes
☐ Larger classes
☐ More support in specific subjects
☐ An extended school year (12 months)

☐ A classroom with more adults (paraprofessional, another teacher)
☐ Other: _______________________

☐ Other: _______________________

RELATED SERVICES

What other services does your child need? Did the services work last year? Does your child need more? Less? The same? Does your child need a new service?

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<thead>
<tr>
<th>HOW OFTEN?</th>
<th>HOW LONG?</th>
<th>1:1 OR IN A GROUP?</th>
<th>WHERE?</th>
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<tbody>
<tr>
<td>SAMPLE</td>
<td>2 times per week</td>
<td>45 minutes</td>
<td>group of 3</td>
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<td>SETSS</td>
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<td>Speech-Language</td>
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<td>Assistive Technology</td>
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<td>Training for school staff in:</td>
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<td>Other:</td>
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<td>Other:</td>
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TRANSPORTATION
If your child needs any of these accommodations, the DOE will ask for forms signed by your doctor. Have your doctor fill out these forms before the meeting and bring them with you. Forms can be found at: https://www.schools.nyc.gov/school-life/health-and-wellness/health-services/

My child needs:
- Special education bus
- Mini bus with attendant
- Limited travel time (#_____ Minutes)
- Air conditioning
- Wheelchair accessible bus
- Nurse on the bus
- Paraprofessional on the bus
- Other: ____________________

TEST ACCOMMODATIONS
Test accommodations are small changes to help your child when they take a test. They can be done for regular classroom tests, city tests, state tests, or all tests.

For examples of testing accommodations, please see: https://www.schools.nyc.gov/special-education/supports-and-services/other-special-education-services/testing-accommodations

THE NEW IEP: TRANSITION SERVICES

By the time your child turns 14, their IEP should include transition services. Make sure the IEP accurately reflects your child’s goals, skills, and needs.

Type of diploma/credential your child is working toward:
- Advanced Regents Diploma
- Regents Diploma
- Local Diploma
- CDOS (Career Development and Occupational Studies) Commencement Credential
- SACC (Skills and Achievement Commencement Credential)

LEARN MORE
For more information about transition planning, see AFC’s Guide to Transition Services, our fact sheet Applying for OPWDD, and our fact sheet Applying for ACCES-VR, all available at http://www.advocatesforchildren.org/get_help/guides_and_resources.
How close is your child to graduation?
How many credits has your child earned? ______ / 44

What classes do they still need to pass?

Which exams does your child need to graduate?

What help do they need to pass these?

What are your child’s goals for education or employment after high school?

Has the school connected you to outside agencies (such as OPWDD or ACCES-VR) to help your child get services after high school?
END OF THE IEP MEETING

☐ Get a copy of the attendance sheet
   Make sure to get the phone number and email address of the District Representative (the person who led the meeting) and any team members you may want to contact later.

☐ Get a draft of the IEP
   At the end of the meeting, the school must give you the part of the IEP called the “Recommended Special Education Program and Services,” even if the IEP isn’t finished.

☐ Review the finalized IEP
   Make sure the IEP matches what you discussed at the meeting. Follow up if you don’t get the finalized IEP within 2 weeks.

This Tip Sheet does not constitute legal advice. It attempts to summarize existing policies or laws without stating the opinion of Advocates for Children. If you have a legal problem, please contact an attorney or advocate.

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