

Use this checklist to prepare for the meeting to discuss special education and related services with your child's IEP team.

- Request a copy of the evaluations and draft of the IEP.
- Use the [Steps to Read, Develop, and Understand an IEP Worksheet](#) to get to know your child's IEP and what each section contains.
- Prepare a letter of introduction, such as the "[Today Our Partnership Begins](#)" letter, to help the team get to know your child as an individual.
- Prepare a one-pager of "[What You Need to Know About My Child](#)" to share essential needs, concerns, and challenges with anyone working with your child.
- Email the letter of introduction and one-pager to those who will attend the transition conference at least one week prior to the meeting.
- Make copies of anything you will share in-person at the transition conference.
- Start [a home file, binder, or other recordkeeping system](#) to keep copies of evaluations, IEPs, progress notes, work samples, letters of introduction, and on-pagers.
- Make a list of your concerns and questions to discuss with the team.