Your Child has Met the Eligibility for an IEP
Preparing for the IEP Meeting

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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.**

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