



# IEP MEETING CHECKLIST

Be prepared, confident, and clear at the table

Created by Jatoyia Armour | [RoarAtTheTable.com](https://RoarAtTheTable.com)

## Before the Meeting

- ☐ Gather copies of the current IEP/504.
- ☐ Review progress data.
- ☐ Write down your top 3 priorities.
- ☐ Confirm meeting date and attendees

## During the Meeting

- ☐ Ask questions until you understand everything.
- ☐ Take notes on goals, services, and next steps.
- ☐ Request clarification in writing if needed.

## After the Meeting

- ☐ Send a thank-you or summary email.
- ☐ Review changes made to the IEP.
- ☐ Save all documents in one folder.