



IEP MEETING CHECKLIST

Be prepared, confident, and clear at the table

Created by Jatoya Armour | 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.