IEP MEETING CARD

Pre-Meeting:

• Request an evaluation for your child as needed
• Review the child’s current IEP and progress notes - and note any questions or concerns
• Request a draft copy of the proposed IEP if available
• Obtain copies of your child’s evaluations prior to the meeting
• Request and review your child’s school records and make copies as needed
• Develop a list of questions you want to address at the meeting and send to the school prior to the meeting date, prepare an agenda
• Invite someone to be with you at the meeting and inform the school of the person you will bring
• If previous meetings were taped, review the previously taped meetings If desired, inform the school you will be taping the meeting
• Ensure that you are aware of the IEP meeting participants Have all previous requests and refusals in writing

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