

Figure 2

Predict, Prepare, Participate

Although this individualized education program (IEP) team meeting checklist is designed for parents, it can be used by school staff as well.

Predict (Call the school in advance to get the following information.)

- What is the purpose of this IEP team meeting?
 - Decide on student eligibility.
 - Plan educational program.
 - Decide on placement.
- Who will be at the meeting? What are their titles and roles?
- What do teacher reports and psycho-educational evaluations say? Ask for copies or explanations at least a few days before the meeting.
- What are the teacher, principal, psychologist, and others recommending?
- What will they say?

Prepare

- Gather important information:
 - Samples of student work.
 - Student progress reports.
 - Current IEP.
- Ask the student for his/her ideas and recommendations. Discuss your recommendations and concerns with the student.
- Does the student need additional evaluation? Call the school.
- Do you need more information about how to help the student? Call a parent group such as the Learning Disabilities Association, United Cerebral Palsy, The Arc, CAUSE, etc.
- Ask the school for a copy of the IEP manual and blank form so you know what will be discussed (available at www.cenmi.org).
- Study all evaluations you received from the school (see above).
- Ask yourself why others are making the recommendations they are making.
- What are your recommendations? List them along with your other concerns.
- What are the areas of agreement and disagreement between you and the school?
- What compromises are acceptable to you?
- What will you say? Write notes to yourself.

Participate

- Bring your notes and supporting information to the IEP meeting.
- Ask questions if you don't understand something that is being said. Keep asking until you understand.
- Remember, you have the legal right to:
 - Speak for your child (or yourself, if you are the student).
 - Be a full participant at the meeting.
 - Be fully informed before you make a decision.
 - Appeal the IEP decision if you disagree.
- Bring a spouse, friend, or advocate with you to the meeting for support.
- State your opinions and concerns. Remember, you can give as well as receive information.
- Ask for more time if you need it.