

Preparing for an IEP Meeting

- Read your state's *Procedural Safeguards*
- Review your student's records, including the previous year's IEP and any recent outside evaluations or reports
- Compose a *Parent Concerns letter* for inclusion in the IEP document (see <https://mistudentadvocacy.com/free-tools/> for a sample). Give this letter to the caseworker 1-2 weeks prior to the meeting, if possible
- Ask the caseworker for a draft copy of the IEP, along with any other information the team is reviewing, to be delivered to you prior to the meeting
- Communicate with your student's team throughout the year. Document these conversations
- Ask your student for input, if appropriate
- Do not go to the IEP meeting alone. You may invite anyone to the meeting that you wish. It is a good idea to inform the team ahead of time as to who you will be bringing.
- Hire an advocate, if necessary
- Ensure that any changes that the school makes or any changes they refuse to make, are documented on the notice page with their reasoning
- If you do not get a copy of the IEP document before you leave, send a summary email to the caseworker clarifying specific areas that were discussed to make sure those are included in the final draft
- Look over the finalized IEP for accuracy



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