

# Your Child Advocacy: IEP Advocacy Checklist

*A Parent's Step-by-Step Guide to Getting the Services Your Child Deserves*

## Before the IEP Meeting

### Preparation:

- Request a written copy of all current evaluations at least **5 business days** before the meeting.
- Review your child's last IEP and note what worked and what didn't.
- Gather recent **teacher emails, progress reports, and medical notes**.
- Write down your **top 3 concerns** and desired outcomes for this meeting.
- Confirm **meeting date, time, and attendees** in writing.

### Documentation:

- Bring a printed binder or digital folder containing:
  - Current IEP
  - Past IEPs (last 2 years)
  - Evaluations and test results
  - Behavioral and attendance records
  - Notes from prior meetings
- Record your own notes before the meeting: strengths, needs, goals.

## During the IEP Meeting

### Advocacy Mindset:

- You are an equal member of the team — your voice matters.
- Stay calm and take notes; ask for clarifications in plain English.
- If you disagree, state: "I do not agree at this time. Please note my disagreement in the record."

### Questions to Ask:

- What data supports this goal or service?
- How will progress be measured and how often will it be reported?

- How much direct service time is written into the IEP?
- Who is responsible for each support listed?
- What happens if my child doesn't meet their goals?

### **Negotiation Tips:**

- Never accept vague terms (“as needed,” “when available”).
- Ask for **measurable goals** and **specific minutes of service**.
- Request the IEP draft before signing anything.

## **After the IEP Meeting**

### **Follow-Up:**

- Ask for a **final copy of the signed IEP** within 5 school days.
- Send a brief thank-you email summarizing agreements.
- Track implementation: Is your child receiving services as written?
- Keep a **log of communication** with teachers and service providers.
- Schedule a **progress review meeting** every 6–9 weeks if needed.

### **Red Flags (Act Quickly If You Notice These):**

- ✗** Services reduced without written notice
- ✗** Goals copied from last year
- ✗** Teachers unaware of accommodations
- ✗** “We don't have the staff” or “We can't afford it” statements

## **When to Call an Advocate**

### **Call an advocate if:**

- You feel ignored, intimidated, or pressured to sign.
- You've been told your child “no longer qualifies” for services.
- The school is delaying evaluations or refusing requests.
- Meetings feel one-sided or emotionally charged.

### **Your advocate can:**

- Attend IEP meetings (virtually or in person)
- Review your documentation and identify legal leverage points
- Write parent concerns statements
- Negotiate services assertively and respectfully

# Contact Russell Lloyd: Your Child Advocacy

**Email:** russell.lloyd@yourchild.org

**Website:** [YourChild.org](http://YourChild.org)

**Counties Served:** Forsyth, Fulton, Cherokee (Georgia)

**Virtual Support:** Available nationwide (USA)

*"Time is your child's enemy — every day counts. Let's take action together."*