

IEP Meeting Preparation Toolkit

Everything You Need to Walk In Confident

Whether it's your first IEP meeting or your fifth, this toolkit helps you feel ready, organized, and supported — *not overwhelmed.*




DISCLAIMER

This resource is for educational and informational purposes only and does not constitute legal, medical, or professional advice.

Every student's situation is unique, and special education laws vary by state.





For specific legal questions about your child's rights under IDEA or Section 504, please consult with a qualified special education attorney or advocate in your state.

How to Use This Toolkit


 Feeling overwhelmed before an IEP meeting? You're not alone.

Advocating for your teen can be stressful — but a little preparation can make a huge difference. This toolkit walks you through what to do and how to say it.

What's Inside:

-  Step-by-step prep checklist (starting 2 weeks out)
-  Fill-in-the-blank Parent Concerns Letter
-  Smart questions to ask at the meeting
-  Binder organization tips + printable forms



 Start where you are. You don't have to do everything — just take the next right step. This toolkit is here to guide, not overwhelm.



2-Week Countdown Checklist

Break it down. Breathe. You've got this.

2 WEEKS BEFORE

- ✓ Confirm that the meeting date/time works for you
- ✓ Request the draft IEP, evaluations, and recent progress reports
- ✓ Let the school know if you're bringing an advocate or support person



1 WEEK BEFORE

- ✓ Read through the current IEP — highlight anything confusing or outdated
- ✓ Write your Parent Concerns Letter (see Page 4)
- ✓ Talk to your teen about the meeting — get their input
- ✓ Make a short list: your top 3 priorities for the meeting



3 DAYS BEFORE

- ✓ Organize your advocacy binder or folder
- ✓ Print or save digital copies of anything you want to reference
- ✓ Review your questions to ask at the meeting (Page 5)



DAY BEFORE

- ✓ Double-check the meeting time + location (virtual or in person?)
- ✓ Pack your bag — include your toolkit, water, snacks, pens
- ✓ Try to get rest. (We know that's not always easy)



DAY OF

- ✓ Arrive 5–10 minutes early if possible
- ✓ Bring your notes, concerns letter, and any support people
- ✓ Breathe. Ask questions. Advocate. You're doing amazing.





Parent Concerns Letter Template

Your Voice Matters — Use It Early

Send this to the team 3–5 days before the meeting if possible. It sets the tone and keeps your concerns front and center.

Date:

To: IEP Team

Re: [Teen's Name] — Parent Input for IEP Meeting

Thank you for the opportunity to share my input before our upcoming meeting.

STRENGTHS I SEE AT HOME:

-
-
-

MY TOP CONCERNS:

1.
2.
3.

WHAT'S WORKING:

-

WHAT'S NOT WORKING:

-

GOALS I'D LIKE TO DISCUSS:

-
-

I look forward to working together to support [Teen's Name].

Sincerely,

[Your Name]

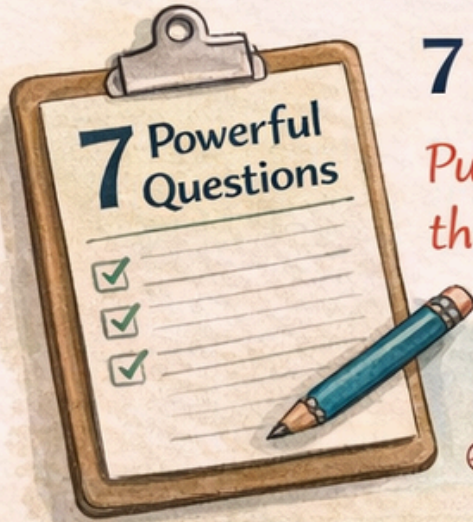
[Contact Info]




Tip: Email this letter to the case manager, or bring a printed copy to the meeting.

7 Powerful Questions to Ask


Pull these out when the meeting gets fast or foggy — they'll help you stay grounded.




1 How will this goal be measured?

 Ensures accountability — no data = no real progress.


2 Who is responsible for implementing this?

 Gets a real name. If no one's named, no one's accountable.


3 What support will my teen receive to meet this goal?

 Goals need scaffolding — otherwise, it's just a wish list.


4 How will we know if this is working?

 Starts the conversation about regular updates and data.


5 What happens if my teen doesn't meet this goal?

 There should be a backup plan — not just “we'll see.”


6 Can you explain that in plain language?

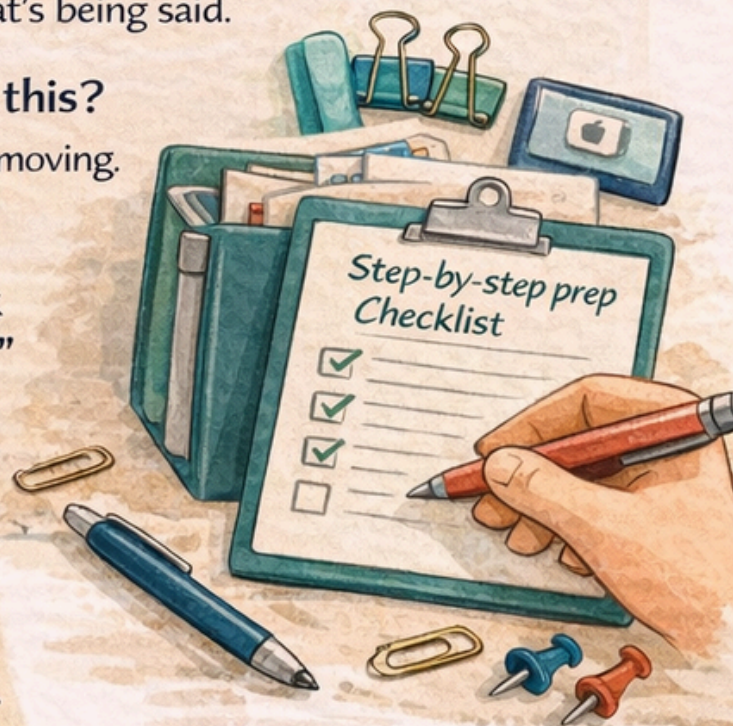
 You have the right to understand what's being said.

7 Can we pause so I can process this?

 You don't need to keep up with a fast-moving team. Breathe, think, regroup.

★ Bonus: “What does success look like for my teen this year?”

 Brings the team back to your teen's real life, not just paperwork.



Pro tip: Print this page or keep it on your phone for quick access.



Use this during the meeting to track what's said, what's promised, and what's unclear.

IEP Meeting Notes Template

Date: Student:

ATTENDEES:

Name: | Role:

Name: | Role:

KEY DECISIONS MADE:

1.

2.

3.

ACTION ITEMS:

What: | Who: | By When:

What: | |

QUESTIONS I STILL HAVE:

1. What: | Who: | By When:

2. What: | Who: | By When:

FOLLOW-UP NEEDED: Yes No

If yes, what?



Don't rely on memory. Notes = power.





Follow-Up Email Template

Send this 24–48 hours after your meeting. It confirms what happened and creates a paper trail.

Subject: Follow-Up from [Teen's Name]'s IEP Meeting — [Date]

Dear [Case Manager/Team],

Thank you for meeting with me on [date] to discuss [Teen's Name]'s IEP. I want to confirm my understanding of what was discussed and agreed upon:

KEY DECISIONS:

- [Decision 1]
- [Decision 2]
- [Decision 3]

ACTION ITEMS:

- [Action] — [Person Responsible] — by [Date]
- [Action] — [Person Responsible] — by [Date]
- [Action] — [Person Responsible] — by [Date]

QUESTIONS FOR CLARIFICATION:

- [Any unclear items]

Please let me know if I've misunderstood anything. Please send me a copy of the finalized IEP once it's complete.

Best regards,
[Your Name] | [Phone/Email]



Send by email to create a written record — always a good move.





What to Bring Checklist





Print this page or use it to pack your bag the night before.

IEP MEETING NOTES

WHAT TO BRING:

- This toolkit
- Copy of current IEP (*highlighted*)
- Parent Concerns Letter (Page 4)
- Progress reports or report cards
- Work samples (optional, if relevant)
- Notes from teachers, therapists or your own observations
- List of questions (Page 5)
- Pen and paper (or device for notes)
-  Water and a snack
-  Support person (if bringing one)

QUICK TIPS:

- You don't have to sign the IEP the same day — Take it home and review if needed
-  Ask for **clarification** — there's no such thing as a dumb question
-  **Disagree respectfully** if something doesn't sit right — your voice matters
-  Ask for **meeting notes** (or bring your own recording — check state laws)
-  Need a **break**? Ask for one. You're allowed to step out and regroup.



Confidence = preparation + permission to slow things down.



“I Didn’t Sign” — Quick Guide

Didn't sign the IEP? Changed your mind after you did?
Here's what to know.

You don't have to sign the IEP at the meeting.

It's **100%** okay to say: “I'd like to take this home and review it before signing.”

This gives you time to process, ask questions, and avoid pressure decisions.

What “signing” means:

- In most states, signing = acknowledgement, not agreement
- But for initial services, your signature is required for consent



Not sure? Ask what your signature means in your state.

If you disagree with parts (or all) of the IEP:

- Put your concerns in writing (email or letter is fine)
- You can request another IEP meeting to revise the plan



Add a Parent Statement to the IEP — your input must be attached



Use dispute resolution if needed (see the IEP Rights Cheat Sheet)



Timeline Tip:

- Don't wait too long — the IEP can be finalized even without your full agreement unless you speak up soon.
- Aim to follow up within 5 school days if you're unsure.



Take a breath. You're not behind — you're being thoughtful.



You've Got This — Final Reminders

Let's end with a deep breath and a reminder of what really matters.

REMEMBER:

- ✓ You are an equal member of the IEP team — not a guest
- ✓ Your knowledge of your teen is irreplaceable
- ✓ Preparation isn't about being perfect — it's about being present
- ✓ One meeting doesn't define your teen's future
- ✓ You can always request another meeting



The fact that you're preparing means you're already advocating. That matters more than you know.



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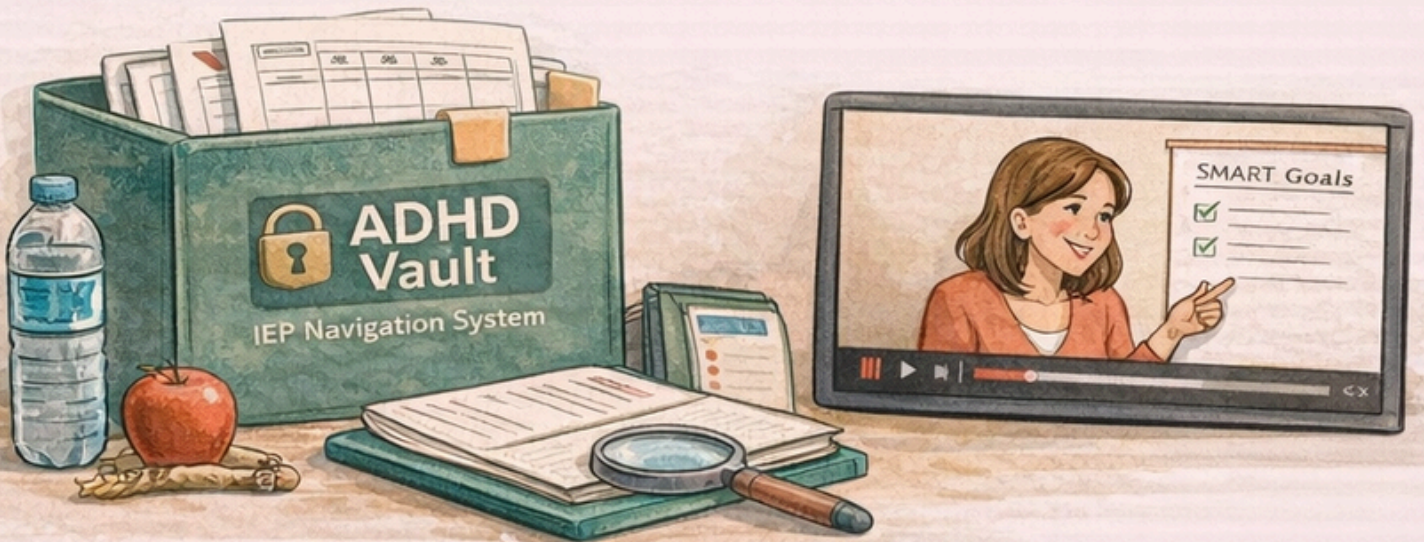
WANT MORE SUPPORT?

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👉 Visit adhdvault.com to learn more



You're showing up for your teen in ways they may never fully see — but it matters. So much.