

IEP Meeting Quick Checklist

Helping Parents Feel Confident, Prepared, and Involved
LCBWA – Low Country Behavior & Wellness Agents

IEP meetings can feel overwhelming, but being prepared helps you advocate confidently for your child. This worksheet is designed to help you organize your thoughts, document your concerns, and clearly communicate with your child's school team.

Use this guide before every IEP meeting to support productive conversations and meaningful planning.

Child Information

Child's Name

School / Grade

Meeting Date

Your Child's Strengths

Communication strengths

Social strengths

Academic skills

Interests & motivators

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Top Concerns

Behavior concerns

Academic challenges

Communication/speech needs

Sensory needs

Social or safety concerns

Your Child's Strengths

Communication strengths

Social strengths

Academic skills

Interests & motivators

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Goals to Discuss

Communication goals

Independence skills

Social skills

Behavior/self-regulation

Academic goals

Questions for the Team

How will progress be measured?

What accommodations are in place?

How will we communicate?

What supports are available for
behavior/sensory needs?

Can we adjust strategies that are not working?

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Services & Supports

Occupational Therapy

ABA Support

Counseling

Para support

Social skills services

Speech Therapy

Follow-Up Items

Items noted during meeting

Next meeting or check-in scheduled

Dates for updates