

John S. Charlton
IEP Meeting Preparation Worksheet

An IEP (Individualized Education Program) meeting is held at least once a year. With the IEP, the IEP team can determine what the student's strengths, needs, services, goals and objectives, and placement are. The team includes parents, teachers, and administrators or designees. The team can include the student the IEP is being created for, related service providers, nurses, psychologists, and any other person or agency that would help to make decisions in regards to what information could be included in the IEP. EVERY member of the team is important, especially the parent. If you would like certain individuals to be available for the IEP meeting, please let the school office know. When we all work together great things will be accomplished!

Please review the questions on this worksheet. You can bring this worksheet to the IEP meeting or you can send it in before the meeting with your child. If you have questions about the upcoming meeting, please feel free to call your child's teacher or the school office. Our phone number is 697-3103.

Please do not feel obligated to complete each section. ☺

Student's name: _____

1. My child has the following strengths: _____

2. My child has the following needs: _____

3. My child needs the following to help him/her be successful in school: _____

4. My child displays the following concerning behavior(s):

5. The following techniques work with managing my child's behavior: _____

6. The following techniques have NOT been successful at home with managing behavior:

7. My child has the following medical documentation (especially hearing and vision tests) that may help the IEP team make decisions for educational services (please bring the documentation to the IEP meeting):

8. I would like the following to be worked on with my child while he/she is at school (IEP goals/objectives): _____

9. These are the following ideas/thoughts I have about my child's placement (where he/she receives his/her education): _____

10. These are the following thoughts and/or questions I have about my child's programming:

11. I have the following questions/thoughts about vocational training, guardianship, and/or post 21 services:

Please feel free to write any other comments you have in the space below:

Signature of person completing the form: _____ Date: _____