

IEP Meeting Prep Sheet: Advocate with Clarity and Confidence

Section 1: My Concerns or Observations

(List specific struggles, patterns, or needs you've noticed.)

Example:

- "My child shuts down in noisy environments."
- "He avoids reading and seems frustrated by written assignments."

Section 2: What's Working Right Now

(Include home strategies, school supports, or accommodations that help.) Example:

- Breaks between tasks
- Visual schedules
- Calm-down corner at home

Section 3: My Goals for This Meeting

(Pick 1–3 key things you want to see improved or added.) Example:

- Get speech services added
- Increase sensory breaks
- Explore assistive tech options

Section 4: Questions I Want to Ask

(Leave space for 3–5 open-ended or clarification questions.) Examples:

- "How will progress be tracked?"
- "Can we schedule a follow-up if this plan isn't working?"

Section 5: Team Notes / Follow-Up

(Use this space during or after the meeting.)