

IEP Meeting Prep Checklist for Parents of Children with Autism

A printable parent tool from Harmony Care Finder

General template notice

This is general informational material, not legal or educational advice. Review your school district's requirements and your child's IEP documents before the meeting.

Print this checklist and mark the items that are useful for your family before, during, and after the meeting.

BEFORE THE MEETING

- ☐ Request a copy of all evaluation reports and the current IEP draft at least 5 days before the meeting, so you can review them in advance.
- ☐ Review your child's current goals and progress notes from the last IEP.
- ☐ Write down your child's strengths, challenges, and what's working or not working at home.
- ☐ List the specific concerns or questions you want addressed.
- ☐ Decide whether to bring an advocate, family member, or your child's ABA provider/BCBA.
- ☐ Ask your child's outside providers (ABA therapist, BCBA, speech therapist, OT) to submit input or reports in advance, if applicable.
- ☐ Check your school district's process for interpreter requests or rescheduling when you need more time to prepare.

WHAT TO BRING

- ☐ Copies of outside evaluations (developmental pediatrician, neuropsychologist, BCBA assessment).
- ☐ A written list of your goals for your child (academic, behavioral, social, communication).
- ☐ Notes on current therapies/services (ABA hours, speech, OT) and how they're going.
- ☐ A notebook or device to take notes during the meeting.

QUESTIONS TO ASK

- ☐ What specific, measurable goals are being proposed, and how will progress be tracked?
- ☐ What related services (speech, OT, PT, counseling) are being recommended, and at what frequency/duration?
- ☐ Will my child receive a 1:1 aide? What is their training in autism-specific strategies?
- ☐ How will the school coordinate with my child's outside ABA/BCBA provider?
- ☐ What's the plan for transitions (recess, lunch, fire drills, substitute teachers)?
- ☐ What accommodations will be in place for sensory needs?
- ☐ How will the team communicate with me between meetings?
- ☐ What happens if my child isn't meeting a goal by the next review?

AFTER THE MEETING

- ☐ Request a copy of the finalized IEP in writing.
- ☐ Review it carefully before signing and ask the team about the process for requesting changes.
- ☐ Ask your school district how to request an IEP meeting outside the annual review cycle.
- ☐ Keep a folder with all IEP documents, evaluations, and correspondence.