

# IEP/504 Meeting Preparation Worksheet

Everything you need to prepare for a productive school meeting

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## Documents to Bring

- Copy of current IEP or 504 plan (if exists)
- Private evaluation reports (neuropsych, OT, speech, etc.)
- Work samples showing strengths AND challenges
- Communication log with teachers (emails, notes)
- Your written parent concerns (bring 2 copies)
- List of requested accommodations with rationale
- Relevant report cards and progress reports
- Any outside provider recommendations

## Questions to Ask at the Meeting

- How are you measuring progress on current goals?
- What data supports the recommended placement/services?
- How will gifted needs be addressed alongside disability support?
- What happens if an accommodation isn't working?
- Who is responsible for implementing each accommodation?
- How often will we reconvene to review progress?
- Can I get a copy of the meeting notes before signing?

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Meeting date and time

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Attendees (name and role)

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Top 3 goals for this meeting

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**Concerns to raise**

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**Action items and follow-up dates**

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**Your Rights as a Parent (IDEA / Section 504)**

- 1 You are an equal member of the IEP/504 team — your input carries legal weight
- 2 You can request an evaluation in writing at any time, and the school must respond
- 3 You can bring anyone to the meeting — advocate, attorney, therapist, spouse
- 4 You can request an Independent Educational Evaluation (IEE) at school expense if you disagree with theirs
- 5 You do NOT have to sign the IEP at the meeting — you can take it home to review
- 6 You can request another meeting at any time if you believe the plan isn't working
- 7 You have the right to access ALL educational records
- 8 If you disagree with the school's decision, you can file for mediation or due process

**MEETING DOCUMENTATION**

Ask to record the meeting (check your state's recording consent laws first). If recording isn't permitted, bring someone to take detailed notes so you can focus on the conversation.