

IEP Meeting Notecatcher

A printable worksheet to take into your child's IEP meeting. The school district arrives with a team and a folder of data. You arrive with a plan. This is the plan.

? How to use this worksheet

- ☐ Print it before the meeting. Bring it with you, with a pen.
- ☐ Fill in Sections 1 and 2 the night before so you arrive prepared.
- ☐ Use Sections 3–7 to capture what the team says during the meeting.
- ☐ Use Sections 8–10 to make decisions before you sign anything.

1 Meeting information

CHILD'S FIRST NAME

MEETING DATE

SCHOOL AND DISTRICT

TYPE OF MEETING *(initial IEP / annual review / amendment / eligibility / transition / other)*

WHO IS ATTENDING FROM THE SCHOOL TEAM *(names and roles)*

WHO IS ATTENDING WITH YOU *(support person, advocate, interpreter)*

2 Documents I brought

Check each item you brought to the meeting:

- ☐ Most recent signed IEP, with goals and accommodations I want to discuss highlighted
- ☐ Last two progress reports from school
- ☐ All evaluation reports from the last three years (educational, psychological, OT, speech)
- ☐ My own observation notes from the last 30 to 60 days, dated
- ☐ Outside diagnoses or private evaluation reports, if any
- ☐ My written list of the three questions I must get answered
- ☐ Notebook or laptop for taking notes during the meeting
- ☐ Water, snack, anything I need to stay focused

Tip: organize your folder in the order you might need each document. Highlight goals and accommodations you want to discuss before you walk in.

3 The three questions (ask in this order)

If the team responds to any of these with vague language, slow down. Ask them to put the answer in writing in the meeting minutes.

1. What is my child's baseline for each goal as of today?

The team's answer:

2. What does the data show about progress since the last meeting?

The team's answer:

3. What is the school's plan if my child does not meet these goals by the next review?

The team's answer:

4 Goal-by-goal tracker

Fill one row for each annual goal discussed. If the team cannot give you a number for the baseline, the goal is not measurable and the IEP needs work.

Goal area	Baseline today	Recent progress data	Plan if not met

5 Accommodations and services

Note any changes the team proposes to accommodations, related services (speech, OT, counseling), placement, or service minutes.

Proposed change	Who proposed it	My reaction or question

6 Plain-language requests

Every time someone uses jargon or a term you don't fully understand, write it down and ask for the plain-language version. The right to plain-language explanation is yours.

Term or phrase used	Plain-language explanation given

7 Commitments the team made

Write down every commitment with a date. "We will start a new reading intervention next week" — write the date that intervention starts. "We will reconvene in 30 days" — write the actual calendar date.

What the team committed to	Who is responsible	Date it happens by

8 Concerns I want documented in the meeting minutes

If you disagree with anything decided, name it clearly and ask for it to be recorded in the meeting minutes. Disagreement on the record protects your right to a future dispute resolution or due process complaint.

9 Before I sign the IEP

You have the right to take the IEP home and review it before signing. Do not sign until every item below is true.

- ☐ The written document matches what was actually decided in the meeting
- ☐ Every goal has a measurable baseline and a measurable target
- ☐ Every accommodation I asked for is listed
- ☐ Every service has a frequency, duration, and location specified
- ☐ My concerns are reflected in the meeting minutes
- ☐ I understand every section in plain language
- ☐ I have a copy of the document to take home

If any of the above are not true, you do not have to sign at the table. Tell the team you are taking the document home for review and will return it within the timeframe required by your state.

10 After the meeting (within 24 hours)

- ☐ Send the case manager an email summarizing what I understood was agreed
- ☐ Include each commitment with the date attached
- ☐ Close with: "Please let me know if anything in this summary differs from your notes."
- ☐ Save a copy of the email and any reply in my IEP folder
- ☐ Compare the written IEP I receive to my notes; flag any discrepancies in writing before signing
- ☐ Calendar every commitment date and the next IEP review date

Need help preparing for or unpacking this meeting?

EDquity at the Margins reviews your child's IEP **free of charge**: a section-by-section report in plain language, with talking points written for your next meeting. Start at edquityatthemargins.org, email info@edquityatthemargins.org, or text us at **(786) 810-6178**.