

Student IEP Meeting Facilitation Checklist

Before the Meeting

- Review my IEP (goals, accommodations, strengths, and needs).
- Prepare a short introduction about myself (interests, strengths, future goals).
- Think of questions I want to ask or things I want to share.
- Practice saying my goals and any updates out loud.
- Bring any notes, visuals, or a script if I want support.

During the Meeting

Opening the Meeting

- Greet the team and thank them for coming.
- Introduce myself and share something about me.
- Explain my role in leading the meeting.

Sharing About Myself

- Talk about my strengths.
- Share areas I need support in.
- Explain what accommodations or supports help me most.
- Share my progress toward current goals.

Transition & Future Planning

RSA disclaimer

The RAISE Center is a project of the SPAN Parent Advocacy Network and is funded by the US Department of Education's Rehabilitation Service Administration. The contents of this resource were developed under a cooperative agreement with the US Department of Education (H235G200007)). However, the contents do not necessarily represent the policy of the Department of Education and should not assume endorsement by the federal government.

- Talk about my interests and future goals (college, career, independent living, etc.).
- Share any ideas I have for new IEP goals.
- Ask for support or resources I might need to reach my goals.

Communication Skills

- Listen to what others share.
- Ask questions if I don't understand something.
- Speak up if something is important to me.
- Take notes or ask someone to help me take notes.

Closing the Meeting

- Summarize what I heard and my next steps.
- Thank the team for helping me.
- Share one thing I am excited about or proud of.

After the Meeting

- Review the IEP once it is updated.
- Write down my responsibilities and next steps.
- Ask for clarification if I don't understand something.
- Celebrate leading my IEP meeting!

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