

IEP Meeting Prep Packet

Before, during, and after — so the meeting is a conversation, not a reading of a document.

TWO WEEKS BEFORE

DONE	TASK
	Send meeting notice with date, time, and who will attend
	Confirm interpreter or translated documents if the family needs them
	Ask the family what they want to discuss — before you write the draft
	Collect progress data on every current goal
	Get input from general education teachers and related service providers
	Draft present levels (PLAAFP) from real data, not memory
	Draft goals — and be genuinely willing to change them at the meeting
	Check whether a reevaluation is due this year

THE DAY BEFORE

DONE	TASK
	Print or share the draft with the family
	Re-read last year's IEP so you know what changed
	Have progress data in a format a parent can follow — a chart, not a data sheet
	Book a room with enough chairs for everyone attending

The single highest-value item on this page is asking the family what they want to discuss before you write the draft. It costs one email and changes the entire tone of the meeting — the family arrives as a participant rather than an audience.

Meeting Agenda

Time-boxed. Share it with the family in advance.

STUDENT		DATE	START	END
TIME	SECTION	NOTE		
2 min	Welcome & introductions	Names and roles only		
10 min	Present levels & progress	Data summary — not a re-litigation of the year		
15 min	Goals & services	The real work of the meeting		
5 min	Accommodations & placement	LRE discussion		
10 min	Family questions & next steps	Protected time — do not squeeze this		

ATTENDANCE			
NAME	ROLE	PRESENT	SIGNATURE

Meeting Notes

Write what was decided and who owns it — not a transcript.

CONCERNS RAISED BY THE FAMILY

DECISIONS MADE

OPTIONS CONSIDERED AND NOT CHOSEN (needed for Prior Written Notice)

DISAGREEMENTS, IF ANY

Action Items & Follow-Up

The part that decides whether the meeting mattered.

ACTION	WHO OWNS IT	BY WHEN	DONE

WITHIN 5 DAYS OF THE MEETING

DONE	TASK
	Send Prior Written Notice covering what was proposed or refused
	Send the finalised IEP to the family
	Give updated IEP at a Glance pages to every teacher who works with the student
	Update service minutes on the master schedule
	Log the meeting in the parent communication log
	Diary the next annual review date

Tired of rebuilding these forms every year?

IEP Goal Writer saves each student's profile once, then generates goals, PLAAFPs, progress notes, and parent updates from the same data — free to try at iepgoalwriter.pro

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