



IEP Toolbox

Checklist for IEP meeting

- Evaluation Report
- Previous IEP
- IEP draft version
- IEP form or draft versions for group assembled
- Pens
- Clipboard/tabletop
- Room reserved
- Phone available (speaker version preferable)
- Refreshments (optional)
- Photo or student work samples (optional but beneficial)
- People reminded to attend the meeting
- Office knows where you are meeting to direct invitees.
- Student's schedule is known for attending meeting purposes
- Procedural Safeguard notices are available
- Any special requests have been dealt with
- Watch or clock is available
- Positive attitude, welcoming

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