

Free sample · Meeting agenda

Bring this. You can ask the team to follow it, or use it to keep track.

	Item	What to ask or do	Notes
☐	Welcome and introductions	Everyone says their name and role. Ask for a sign-in sheet copy.	
☐	Purpose of the meeting	Annual review, new concern, eligibility, or change in services.	
☐	My child's strengths	Start with what's going well. Bring one example.	
☐	Present levels and data	Ask how progress was measured and request copies.	
☐	Parent concerns	Read or hand in your concerns letter.	
☐	Goals	Are they specific, measurable, and tied to the concerns?	
☐	Services, supports and accommodations	Who provides what, how often, where.	
☐	Placement	Where services happen and time with peers.	
☐	Next steps and follow-up	Who does what by when. Ask when you'll get the draft IEP.	

Date: _____ **Time:** _____ **Place / link:** _____

Free sample · 10 of the 40 questions

Progress

1. How is progress on each goal measured?
2. Can I see the data, not just a summary?
3. How often will I get progress reports?
4. What has changed since the last IEP?
5. Which goals were met, and which were not? Why?

Goals

1. How does this goal connect to my concern?
2. What does mastery look like for this goal?
3. Who is responsible for working on it?
4. Is there a goal for each area of need?
5. Can we add a goal for [area]?

The full IEP Meeting Toolkit adds the concerns letter, all 40 questions, a notes sheet, a follow-up email and a glossary. waylightparents.org/packs/