

PARENT CHECKLIST

planning meeting

The questions below will help you decide if the plan for your child (Individualized Education Program “IEP”) meets their needs as you see them. During the school meeting to develop your child’s plan, use this checklist and the goals you developed on the back of this page to guide the process. Remember that YOU are very important to this process. At the end of the school meeting, the school district will give you a free, written IEP plan that tells you the school placement, services, and goals for your child. You may either sign it at the end of the meeting or take it home to think about outside of the school meeting. YOUR VOICE IS VERY IMPORTANT IN THIS PROCESS. If the answer is “No” to any of these questions, talk about it with the school team and get it corrected for your child’s sake. Your child’s special education program will begin once you sign the IEP plan.

	Questions to ask yourself	Yes	No
The Program Free Appropriate Public Education	Does the program address my child’s needs as I see them?		
	Does the program teach my child skills that can be measured?		
	Is there a goal written for each of my child’s needs as I see them?		
	Is each goal measurable? (Does it say how my child will be asked to show the skill and how often?)		
	Do I know if each service given to my child will be alone or in a group?		
	Do I know how often and for how long each service will be given to my child every week?		
	Do I know specifically, every day, how often my child will be educated with their peers who don’t have disabilities?		
	Do I know what changes will be made to the teaching materials for my child?		
	Do I know what changes will be made in testing situations for my child?		
	Is the school district giving my child the program I agreed to in a previous IEP?		
Where Least Restrictive Environment	Is my child being educated, as often as possible, with their peers who don’t have disabilities?		
The Future Transition Planning	When we plan for my child’s future beyond high school, is my child included in the meeting?		
	If I don’t think my child is able to make their own decisions after age 18 at an IEP meeting, have I established myself or someone as a conservator for him/her?		
	If I am my child’s conservator, are my child’s interests and preferences considered in the meeting?		

PARENT CHECKLIST

before the planning meeting

You need to be a leader at any meeting focused on your child. Your job is to help the other team members understand your child and put together a program at school that is positive and constructive. Encourage the team to think of creative ways to keep your child learning and socializing with all children in their grade. Keep in mind that after school activities, such as clubs and sports, can be in the Individualized Education Program (IEP), too. If you want it, ask for it. Most important: include your child in their IEP meeting. This will help the team to focus on the positives of your child AND help your child make decisions about their own life.

These are some questions to think about BEFORE you go to your child's team meeting. Think about the most important items on which YOU want your child to focus. Consider the following when thinking of those goals:

What does my child enjoy?

What skills does my child already have?

What skills are important for my child to learn to make a difference in their life THIS year?

What skills are important for my child to learn to make a difference in their life when they grow up?

What are the most important things all children in the grade will learn?

- academic goals (science, math, reading, etc.)
- social goals (making friends, handling problems without the teacher's help, sharing, etc.)
- organizational goals (keeping an agenda, starting a project, etc.)
- health goals (taking care of cuts, understanding good nutrition, exercising, handling stress, finding hobbies, enjoying life, etc.),

At the planning team meeting, find the balance between giving your child services and giving them time to socialize with friends and do things they enjoy. If socializing is one of your goals, having a one to one paraprofessional with your child throughout the day may not be the best choice, depending on the child. Making friends can be hard for children if there is always an adult nearby. Think about this balance between services and your goals for your child as you prepare and participate in the planning team meeting.

What are the 3-5 MOST important goals you have for your child for the next school year? Knowing this will help you decide if the ideas talked about in the team meeting for the next school year are the best for your child.

1. _____

2. _____

3. _____

4. _____

5. _____
