

IEP Data Preparation Checklist

Ensure your behavior data is IEP-meeting ready

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2 Weeks Before the Meeting

- Review all behavior goals from current IEP
- Compile data for each goal (minimum 8-10 data points per goal)
- Calculate progress percentages and trends
- Graph data visually for presentation
- Identify any data gaps that need addressing
- Note environmental or schedule changes affecting data

1 Week Before the Meeting

- Summarize key findings in parent-friendly language
- Prepare comparison: baseline vs. current performance
- Draft proposed goal modifications if needed
- Gather anecdotal notes to supplement data
- Coordinate with related service providers
- Review intervention fidelity data

Data Quality Check

- Data is recent (within last 4-6 weeks)
- Data was collected consistently across time
- Multiple data sources support conclusions
- Data includes both target and replacement behaviors
- Measurement methods are clearly documented
- Inter-observer agreement was checked (if applicable)

Visual Presentation Checklist

- Graphs show clear baseline and intervention phases
- Goal line is visible on all progress graphs
- Data points are clearly labeled
- Trend lines indicate direction of progress
- Charts avoid jargon and are parent-accessible

Common IEP Data Mistakes to Avoid

Important

- Presenting only positive data
- Using inconsistent measurement across time
- Lacking baseline comparison
- Missing recent data points
- Overrelying on subjective observations

Pro Tip

Prepare a 2-3 sentence summary of each goal's progress that any team member can understand without specialized training.

Meeting Preparation Notes

IEP-Ready Reports in Seconds

Classroom Pulse generates professional IEP progress reports with graphs, summaries, and trend analysis automatically.

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