IEP Meeting Preparation

Comprehensive checklist for behavior-focused IEPs

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2 Weeks Before

- [ ] Confirm meeting date, time, location with all participants
- [ ] Send parent meeting notice and rights
- [ ] Request parent input form
- [ ] Compile all behavior data
- [ ] Request input from all service providers
- [ ] Review current IEP goals and progress

1 Week Before

- [ ] Create progress graphs and visuals
- [ ] Draft goal updates/modifications
- [ ] Prepare present levels summary
- [ ] Organize all documents
- [ ] Confirm interpreter if needed
- [ ] Reserve meeting space
- [ ] Send reminder to all participants

Data to Prepare

- [ ] Frequency/rate data for target behaviors
- [ ] Replacement behavior data
- [ ] Trend analysis (improving/stable/declining)
- [ ] Progress toward current goals (% achieved)
- [ ] FBA summary (if applicable)
- [ ] BIP effectiveness data
- [ ] Fidelity of implementation data

Documents to Bring

- [ ] Current IEP
- [ ] Progress monitoring data
- [ ] Graphs and visual summaries
- [ ] Draft goals (for discussion)
- [ ] FBA/BIP (if applicable)
- [ ] Work samples (if relevant)
- [ ] Parent input received

Meeting Day

- [ ] Arrive early to set up
- [ ] Arrange seating inclusively

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- ☐ Have copies of documents for all
- ☐ Prepare to start with student strengths
- ☐ Plan for parent questions
- ☐ Have blank paper for notes

Meeting Agenda

1. Introductions and purpose
2. Review of parent rights
3. Present levels of performance
4. Progress on current goals
5. Discussion of new/revised goals
6. Services and supports
7. Behavior plan review (if applicable)
8. Questions and next steps

Meeting Notes

IEP-Ready Reports

Classroom Pulse generates professional IEP progress reports with one click.

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