

IEP Checklist

Before the Meeting

- ☐ Prepare and share your Parent Vision/Concerns.
- ☐ Request a draft IEP and evaluation reports at least **48 hours** before the meeting.
- ☐ Review the IEP, evaluations, and your child's strengths and needs.
- ☐ Ensure proposed goals are meaningful, measurable, and appropriate.
- ☐ Write down your questions, concerns, and priorities.
- ☐ Bring outside evaluations, reports, or other information you want the team to consider.

During the Meeting & Before You Leave

- ☐ Ensure the Present Levels of Academic Achievement and Functional Performance (PLAAFP/PLOP) accurately describe your child.
- ☐ Discuss communication access (interpreters, captioning, FM/DM systems, visual supports, ASL access, or a Teacher of the Deaf, if applicable).
- ☐ Ask how progress toward each goal will be measured and how often you will receive progress reports.
- ☐ Ask what steps will be taken if your child is not making expected progress.
- ☐ Ensure accommodations meet your child's needs in all settings (classroom, testing, field trips, extracurricular and school activities).
- ☐ Review special education and related services (Speech-Language Pathologist, Teacher of the Deaf, paraprofessional, etc.), including who will provide them, how often, and for how long.
- ☐ Know who is responsible for implementing accommodations, modifications, and services.
- ☐ Know who to contact if you have questions or concerns during the school year.
- ☐ Request a final copy of the IEP.



IEP *Acronyms*



AAC – Alternative Augmentative Communication
ABA – Applied Behavioral Analysis
ADA – Americans with Disability Act
ADD – Attention Deficit Disorder
ADHD – Attention Deficit Hyperactivity Disorder
APE – Adaptive Physical Education
ASL – American Sign Language
ASD – Autism Spectrum Disorder
AT – Assistive Technology
BD – Behavior Disorder
BI – Brain Injury
BIP – Behavior Intervention Plan
CD – Communication Disorder
CP – Cerebral Palsy
CRP – Complaint Resolution Procedure
D – Deaf
DB – DeafBlind
DCFS – Division of Child and Family Services
DD – Developmental Delay
DH – Department of Health
DHS – Department of Human Services
DI – Direct Instruction
DP – Due Process
DS – Down Syndrome
EBD – Emotional and Behavioral Disorder
ECE – Early Childhood Education
ED – Emotional Disturbance
EI – Early Intervention
ESL – English as a Second Language
ESY – Extended School Year Services
FAPE – Free Appropriate Public Education
FBA – Functional Behavioral Assessment
ERPA – Family Education Rights Privacy Act
GE – General Education
HOH – Hard of Hearing
ID – Intellectual Disability

IDEA – Individuals with Disability Education Act
IEE – Independent Education Evaluation
IEP – Individualized Education Plan
IFSP – Individualized Family Service Plan
ISS – In School Suspension
LD – Learning Disability
LEA – Local Education Agency
LRE – Least Restrictive Environment
MD – Multiple Disability
MDT – Multidisciplinary Team
MH – Mental Health
NCLB – No Child Left Behind
OCD – Obsessive Compulsive Disorder
OCR – Office of Civil Rights
ODD – Oppositional Defiant Disorder
OHI – Other Health Impairment
OI – Orthopedic Impairment
O&M – Orientation and Mobility
OT – Occupational Therapy
PD – Physical Disability
PIP – Program Improvement Plan
PLOP – Present Level of Educational Performance
PT – Physical Therapy
RS – Related Services
RTI – Response to Intervention
SB – Spina Bifida
SI – Sensory Integration or Speech Impairment
SLD – Specific Learning Disability
SLP – Speech Language Pathologist
SPED – Special Education
TBI – Traumatic Brain Injury
TOD – Teacher of the Deaf
TS – Tourette Syndrome
VI – Vision Impairment
VOC ED – Vocational Education
VR – Vocational Rehabilitation