

# Preparing for an IEP Meeting: Parent Meeting Worksheet

Preparing for IEP (Individualized Education Program) Meetings can be overwhelming. One tool you can use to help you prepare for the meeting is our Parent Meeting Worksheet. The Worksheet will help you make sure all of your concerns are talked about, and helps you to explain the reason behind your concerns. It also has a column for you to write down the replies, and most importantly the reason if request is denied, to your requests/concerns. At the end of the meeting, you can review the decisions with the IEP Team to make sure that there are no misunderstandings about decisions that were made.

Request or Concern	Data or Observation	Reply and Reason

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See **PPMD** *Preparing for an IEP Meeting: Using the Parent Meeting Worksheet* for an example  
➤ <https://www.ppmd.org/wp-content/uploads/2022/03/Using-Parent-Meeting-Worksheet-3.2022.pdf>