

# Preparing for an IEP Meeting: Using the 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.

Below are examples of how the worksheet has been used by parents (a blank worksheet is available to download by [clicking here](#)):

Request or Concern	Data or Observation	Reply and Reason
<i>I am requesting evaluations to determine if my child requires special education services.</i>	<i>My child continues to struggle in school with behaviors and with reading and math skills, despite the supports that have been put in place.</i>	<i>Evaluations will be performed, and the team will meet again in 60 days to review them.</i>

Request or Concern	Data or Observation	Reply and Reason
<i>I am concerned about my child's behaviors in school that are interfering with learning. I request a Functional Behavior Assessment performed.</i>	<i>The classroom supports that are in place aren't making a difference in improving my child's behaviors.</i>	<i>Team agrees. A functional behavior assessment will be performed and the team will meet again in 90 days to review it and develop a Behavior Intervention Plan.</i>

Request or Concern	Data or Observation	Reply and Reason
<i>I need strategies so that I can help my child at home with their homework.</i>	<i>Homework takes hours to complete, with much crying and many meltdowns.</i>	<i>Create a homework schedule. Create a designated homework space or homework station. Break into small parts and use checklists. Schedule breaks in between.</i>

**Sources**

- [Understood](#)