**SeekFreaks IEP Checklist**

**Student Version**

*Adapted from the Exceptional Children’s Assistance Center (ECAC)*

*1-800-962-6817 or www.ecac-parentcenter.org*

**As the student, you are THE most important person at this meeting. It is literally all about you and your education. Your team needs to know what you think and have you involved in all the decisions, your input is critical. Here is a quick checklist for each step in the Individualized Education Plan (IEP) development process to help you.**

An IEP is usually set to cover a year, establishing the educational plan for that time frame. While, the IEP team relies on you for current information, we also need your view of your future. What will you be doing at 21 years old? Each IEP we develop will be the way we get there! We need to be working on this the WHOLE school year and need each IEP team member actively participating. We hope these lists can help!

**Before the Meeting: Prepare and Reflect**

1. **CHECK OUT THE INVITATION**

❏ Do you know what this meeting is about? What is the purpose of the meeting? Is it clear to you? If not, talk to your parent or teacher to find out.

❏ Will you be 14 years old or turning 14 during the next 12 months? If so, you must be at IEP meetings because when you are finished with school, we all need to be sure you are ready for what is next!!

❏ Who is coming to the meeting? Why will they be there? What are they responsible for at this meeting?

❏ Are there any team members asking to be excused from the meeting?

❏ Respond! Read, sign and return the Invitation to Conference/Prior Notice as soon as possible and keep a copy for your records. Write down and send in:

❏ Any suggestions you or your parents have for other meeting dates or times

❏ Request to meet by phone if you need

❏ Send the school a list of anyone you are inviting to the meeting. Consider inviting a friend, relative, outside professional or note taker

1. **PREPARE FOR THE MEETING- Get organized**

❏ What do you want to work on at school? What is difficult or not going well that you need help to do? Are there skills you need or groups you want to join? All year, keep a list of things you are thinking about school or your future. Write down any worries or issues that you want to talk over with your IEP team. Sometimes it is easy to record them in your phone.

❏ Ask for a copy of any IEP drafts, well in advance of the meeting. Make notes on these suggestions, contact your teachers and anyone you work with to discuss before the meeting. Bring your ideas to the IEP meeting.

❏ Organize your old IEPs, report cards, progress notes and your notes so that you can find things.

❏ REVIEW YOUR INDIVIDUALIZED EDUCATION PLAN FROM LAST YEAR

❏ Carefully read the present level of performance from last IEP, make notes about changes

❏ Read report cards and progress reports on your goals, make notes

❏ Look over your work, tests, homework and write down any ideas or goals you have

1. **PREPARE FOR THE MEETING- Reflect**

❏ What do you want to work on, what is working well?

❏ Is there anything that you want people to know for this year? Any information your teacher, parent or other folks need to understand?

❏ What are your goals for this school year? What do you want to be doing after school?

❏ Review everything and think about:

1. What has been accomplished?

2. What has worked well?

3. What needs more work?

4. What are you thinking or worried about? Your parents? Your teachers?

5. Am I making sufficient progress?

❏ Visit these websites for helpful ideas and tools for your IEP and life after school:

<http://www.imdetermined.org/quick_links/modules/module_four#sthash.AhY41Da3.dpbs> <http://www.thenytc.org/>

❏ Write down and prioritize a list of any questions, concerns or requests that you have. Indicate which person or role (teacher, OT, SLP) you need to address.

❏ Check out: this [SeekFreak IEP Review](https://www.seekfreaks.com/index.php/2016/04/25/iep-4-0-progress-monitoring/) It reviews the IEP components and best practice.

❏ Write down your ideas for goals, possible data to collect/where/when best to collect

❏ Create a vision statement for your life, now and in the future. What do you want to be doing now?

* What do you like to do? What do you want to do?
* What do you want to do 5 years from now? 10 years from now? Be as specific as you can.
* What chores do you have now at home? What type of work do you like?
* What do you like to do for fun? What does your family enjoy doing together?
* What does your community offer for physical activities? Social activities? Volunteering?
* Where do you want to live after school? What will you need?

❏ Send the other members of your team important notes and drafted goals, include anything you want to talk about or address.

* Goals don’t need to be formal or final, just ideas
* What are your strengths?
* What do you need at school?
* What motivates you? What routines or approaches are helpful?
* How do you like to work? How do you like people to work with you?
* What is important to you right now?

❏ Gather information you want to share at your IEP meeting (fact sheets, information from websites, etc.) Ask people you work with and your family for anything they want to share for your new IEP?

❏ Prepare for your meeting. Decide what you will do at the meeting.

* What parts of the meeting can you lead (e.g. introductions, rules for the meeting, reporting progress on goals)?
* What information can you share with your IEP team?
* What is important for your IEP team to know for this year? For your future goals?
* How can your team better help you at school?
* If you are not going to the meeting, why not? How will you get your point across to the team? Writing it down, sending an email…let the team know what you want for next year? Maybe send a picture of you or a short video to the meeting.

**During the Meeting: Ask and Take Part!**

1. **PARTICIPATE IN THE MEETING- Stay engaged!**

Each member of the IEP Team has an important part to play, especially you. Each must be prepared to work together, ask questions, decide what is important and add your information to the IEP. The Team must consider and use a wide variety of data and other information, including the information you share, to create an IEP that is works for you.

❏ Remember to bring your notes, records and any other information you need for the meeting. Don’t forget a pencil/pen/paper.

❏ Arrive early, if at all possible.

❏ Thank your team members, including your parents, for their work, efforts and ideas for you.

❏ Make or request introductions, if necessary, and understand or ask about each person’s role at the meeting.

❏ Ask who is taking the meeting notes. If something is unclear, ask for that person to read the notes. If something is important, ask for that to be included.

❏ Review the IEP meeting agenda, add anything from your notes or things you want to talk about while the meeting gets underway.

❏ Share your ideas, opinions and feelings throughout the meeting.

❏ Listen carefully to what is being said. It can be helpful to ask people to say something again in another way if you don’t really understand yet.

❏ If something is not clear, ask questions so you fully understand before moving forward. If there is an abbreviation or test name that is unfamiliar, be sure to ask! Others probably wondering too…

❏ Monitor your non-verbal communication- fix your face…open your arms…avoid sound effects

❏ Request a brief break if you or someone else needs one!

❏ Work to gain consensus. Effective IEP are not characterized by unanimous agreement but by plans that are driven by your data and compromise. Each member does not have to agree with every aspect of the plan, but every member can support the plan.

Fifteen minutes before the meeting ends:

❏ Check to see if all your concerns have been addressed. If not, two meetings are better than one super long, incomplete one! Ask for another meeting if there are unresolved issues, if time ran out or if the team is not making progress.

❏ Make sure that IEP is clear, the wording throughout can be understood by anyone – even if they were not at the meeting!!

❏ Understand what you are responsible to do for your IEP.

❏ Sign the IEP.

* Your signature documents your attendance and participation in developing the IEP.
* If you disagree with any part of the IEP, state your concern(s) in writing on the IEP form next to your signature or in the margin.

❏ Thank the other team members for their participation, efforts and ideas for you, especially your parents.

❏ You receive a copy of the completed IEP. This is the legally binding copy even if electronic systems are used. Be sure to take that copy, even if a cleaner copy will be sent, add it to your records.

**After the Meeting: Organize and Review**

1. **AFTER THE MEETING- WRAP UP WHILE IT IS FRESH**

❏ Review any materials you received, decide with your parents what you need to keep. Shred those you discard and organize those you keep.

❏ Review the IEP, while the meeting is still fresh in your memory. Work with your parents to contact the school in writing if any clarifications or corrections are needed. As always, keep these documents.

❏ Note any suggestions you have about how to improve the meeting, goals or data.

❏ Write “Thank You” emails or notes.

❏ Write letters of clarification to address any concerns, questions, overlooked areas, etc., if needed.

❏ Consider sharing a copy of the IEP with other professionals working with you.

❏ Ensure everyone who works with your child (health care providers, physicians, therapists), ALL of your teachers, are aware that there is a new IEP. When you are in class next time, ask if s/he has seen it.

1. **ONGOING ENGAGEMENT- COMMUNICATE AND PARTICIPATE**

A new IEP is new beginning. Stay connected throughout the year:

❏ Participate in any data collection. How can you collect your data? How can you share it with people who should know? What ideas do you have about your goals? Share them with your team!

❏ COMMUNICATE with your teachers, coaches, related service providers, all instructional staff. Share your successes and problems as they arise. Ask questions! Your school team is there to help you! Let your school team know if you:

❏ plan to get new equipment

❏ don’t think things are working

❏ may need to go to the hospital or

❏ your family has big changes coming…

knowledge is power and allows you all to work together before there is a problem.

❏ Figure out how to look at your data with your team. Are you making adequate progress? Are there changes to make? Review the IEP periodically. Respond to progress reports and report cards. Ask questions.

❏ Work with your parents to request an IEP meeting to discuss changes if you need.

**Repeat, start again at #1…**

We hope this list is helpful to you for your IEP meeting but also all year long. Please share these lists with anyone and let us know if you have an idea about something that should be included here. The key to a great IEP is working with your whole team and using the data from your school day. If we use data and work together, your goals will be important to you and we will get them accomplished. Do your part so we can get you where you want to be!