Getting Ready for My ARD/IEP

A Family Meeting Preparation Guide

1 BEFORE THE MEETING

What is an IEP?

IEP means **Individualized Education Program**. It is a written plan. It explains the goals, services, and supports that help your child learn.

Other names for the meeting

Most states call it an **IEP meeting** or **IEP team meeting**. Some states use other names:

- **ARD** (Texas): Admission, Review, and Dismissal
- **CSE** (New York): Committee on Special Education
- **PPT** (Connecticut): Planning and Placement Team

Note: Meeting names and steps can vary by state or school district. Ask your school what your meeting is called.

Meeting Details

Child's name _____ School _____

Meeting date _____ Time _____

How I will attend ☐ In person ☐ Online ☐ Phone

Location, or online meeting link / phone number _____

My Preparation Checklist

- ☐ Confirm when and how I will attend.
- ☐ Request reports or drafts to review before the meeting.
- ☐ Think about my child's strengths and needs.
- ☐ Request language or communication support if needed. *(For example, an interpreter.)*
- ☐ Ask who will attend and what we will discuss.
- ☐ Gather work samples, notes, and questions.
- ☐ Ask my child what is working and what feels difficult.
- ☐ Decide whether to invite a support person.

You are an important part of the team. You know your child in ways the school may not, and what you notice at home matters. You can ask questions at any time and ask for time to read documents before you make decisions.

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What I Want the Team to Know

Write in your own words. Short notes are fine.

2 SHARING MY CHILD'S STORY

My child's strengths and interests

What is my child good at? What do they enjoy?

What is working well

What helps my child have a good day?

What is difficult

Where does my child struggle or feel stressed?

AT SCHOOL

AT HOME

Supports that help my child

Tools, people, or routines that make things easier. (Example: extra time, visuals, breaks.)

My top two priorities for this meeting

If we only have time for two things, what matters most?

1

2

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Questions I Can Ask

Check the questions you want to ask. Add your own below.

3 DURING THE MEETING

Progress

- [ ] What progress has my child made?
- [ ] Can you show me examples or explain the results?

Goals and support

- [ ] What will my child work on next?
- [ ] What support will help?
- [ ] How will we know whether the support is working?

Communication

- [ ] How and when will I receive updates?
- [ ] Who should I contact with questions?

My own questions

Write questions here as you think of them. Star the most important ones.

Helpful things to say

- "Can you explain that in everyday words?"
- "Can you give me an example?"
- "I would like to share what we notice at home."
- "Can we review the next steps?"

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My Meeting Notes & Next Steps

Use this page during or right after the meeting.

4 AFTER THE MEETING

Important things we discussed

Next steps

Next step	Who will follow up?	By when?

Main school contact

Name _____

Role _____

Phone _____

Email _____

Questions I still have

- [ ] I understand the next steps.
- [ ] I know who to contact.
- [ ] I asked how I will receive the meeting documents.

Thank you for showing up for your child. If something is unclear later, it is okay to reach out and ask.

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