

# AutismHearts: IEP Meeting Preparation Checklist

A step-by-step advocacy framework for parents before, during, and after annual IEP meetings.

## Phase 1: 3-4 Weeks Prior to Meeting

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- Formally request draft IEP goals and evaluation reports in writing at least 5 business days in advance.
- Review current Present Levels of Academic Achievement and Functional Performance (PLAAFP).
- Collect independent clinical reports (SLP, OT, neuropsychological evaluations, BCBA treatment plans).
- Review prior year goals to calculate measurable progress percentages vs. plateaus.

## Phase 2: 1 Week Prior to Meeting

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- Draft a 1-page Parent Concerns Statement to be attached verbatim to the final IEP document.
- Identify specific sensory accommodations needed (noise-cancelling headphones, movement breaks).
- Request appropriate related service minute allocations (e.g., 60 min/wk direct 1:1 Speech, 45 min OT).
- Confirm all mandatory team members will attend (General Ed, Special Ed, LEA Representative, Specialists).

## Phase 3: During the IEP Meeting

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- Designate a companion or advocate to take comprehensive timestamped notes.
- Record the meeting if permitted by state laws (provide required 24-72h prior written notice).
- Ask for empirical data whenever services are reduced: "What clinical data justifies this change?"
- Ensure positive behavioral support plans (BIP) focus on functional replacement skills, not punishment.

## Phase 4: Post-Meeting Review & Execution

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- Never feel pressured to sign consent during the meeting. You have the right to review at home (typically 10-14 days).
- Verify that all agreed-upon modifications appear in the final printed Prior Written Notice (PWN).
- Send a written thank-you email documenting your understanding of all agreed commitments.
- Establish a 6-week progress check-in schedule with your child special education teacher.