**PREP FOR IEP MEETING**

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| WHERE TO START | |  | COMMUNICATION | |
| ⃝ | Read IEP from front to back; Read all notes from previous meeting; make sure to get all data updates before meeting |  | ⃝ | Talk to all team members before the meeting (teachers, therapists, paras) |
|  |  |  | ⃝ | Decide what are the hot topics of the meeting |
| WHAT’S IMPORTANT | |  | ABOUT THE STUDENT | |
| ⃝ | Pick the **3** of the most important things to discuss at the next meeting  There isn’t enough time to talk about everything |  | ⃝ | Focus on the student’s strengths; NOT what is the next goal in line |
| ⃝ | Know what deadlines are coming up and agreed upon with the team at the meeting |  | ⃝ | It is about a student so include the student when possible |
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