



THE TOP 5 MISTAKES PARENTS MAKE AT IEP MEETINGS AND HOW TO AVOID THEM

Best practices for working collaboratively with your child's school to create an effective IEP

[LEARN MORE AT WWW.ITTAKESAVILLAGENC.COM](http://WWW.ITTAKESAVILLAGENC.COM)

HAVE YOU MADE ANY OF THESE COMMON MISTAKES?

1

Thinking about your current concerns at the meeting.

2

Looking at recent testing for the first time during the meeting.

3

Being unfamiliar with your family's rights under IDEA.

4

Not understanding the importance of the Prior Written Notice (PWN).

5

Not following up (in writing!) after the meeting.

A Little Preparation Goes a Long Way!

Here's How to Fix Those Critical Mistakes...



Prepare your parent concerns statement prior to the meeting

Don't let this portion of the IEP conversation be an after thought! Take the time a week or so prior to your meeting to collect your thoughts and write them down. Email your concerns along with a paragraph regarding your vision for your child's future to your child's teacher a few days before the meeting so they can be added to the IEP draft.



Request that all testing to be discussed at the meeting be sent to you ahead of time

The last place you want to be viewing your child's recent testing is at the IEP table. Be sure you have copies of all testing/reports/data to be discussed at the meeting so you can review it ahead of time and come to the table prepared with questions.



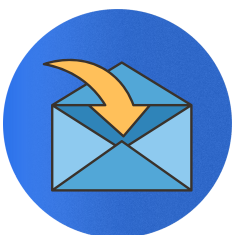
Review your Rights & Responsibilities under I.D.E.A.

It's crucial that you understand both your rights as a parent and the rights of your child. Your child's school is required by law to provide you with a copy of your Procedural Safeguards and you should make yourself very familiar with them. Learn more about your rights via trusted websites like www.wrightslaw.com.



Understand the function of the Prior Written Notice (PWN)

The Prior Written Notice is a formal document provided to you by your child's school whenever there is a proposed or refused action regarding your child's IEP or the provision of special education services. Its primary purpose is to ensure that you are informed and have a clear understanding of the decisions being made regarding your child's program. Make sure that you understand what is being proposed, changed and/or refused and why.



Follow-up via email after the meeting

The meeting may be over, but your work is not. Be sure to follow up with members of the IEP team after the meeting to confirm next steps and ask clarifying questions that may have come up after the meeting adjourned. Open lines of communication are key to successful IEP implementation and having a written record of that communication is imperative.

Taking the time to plan ahead and follow-up makes all the difference when it comes to your IEP meeting experience. For additional support with your Special Education journey, schedule a complimentary 30 minute call with Carinne or purchase our best-selling digital download

“How to Master Your Child's IEP Meeting” [here](#).