LDATX | FREE PARENT TOOL

IEP / ARD Meeting Prep Checklist

A simple before, during, and after guide for families

Student: _____

Meeting date / time: _____

School / campus: _____

BEFORE THE MEETING

- [ ] Review your child's current IEP, recent evaluations, and progress reports.
- [ ] Write down your child's strengths, interests, and what is working.
- [ ] List your top 2–3 concerns and the changes you hope to discuss.
- [ ] Gather work samples, teacher messages, and relevant notes.
- [ ] Ask for needed documents in advance and arrange any support you want.

DURING THE MEETING

- [ ] Share your priorities and ask questions when anything is unclear.
- [ ] Discuss present levels, goals, services, supports, and progress monitoring.
- [ ] Ask who is responsible for each agreed action and when it will happen.
- [ ] Request clarification or a pause if you need time to review information.

AFTER THE MEETING

- [ ] Save your copy of the finalized plan and any meeting notes.
- [ ] Confirm follow-up tasks and dates in writing.
- [ ] Set a reminder to review progress and communicate with the school.

MY TOP PRIORITIES

_____

_____

LDATX | FREE PARENT TOOL

Parent–School Communication Log

Keep a clear record of conversations, questions, and follow-up

Student: _____

School year: _____

COMMUNICATION RECORD

Date / method	Person / topic	Key points / action	Follow-up date

FOLLOW-UP CHECK

- ☐ Did I record what was discussed and any next steps?
- ☐ Did I note who will take action and the expected date?
- ☐ Did I save copies of relevant emails, documents, or meeting notes?

LDATX | FREE PARENT TOOL

Student Goal & Progress Tracker

Monitor patterns and bring specific examples to school meetings

Student: _____

Goal / skill being tracked: _____

What progress would look like: _____

WEEKLY OR MONTHLY NOTES

Date	Evidence / example	What helped?	Question / next step

QUESTIONS FOR THE NEXT CHECK-IN

_____

_____

_____

LDATX | FREE PARENT TOOL

Evaluation Request Letter Template

Adapt this sample to your child's circumstances before sending

Date: _____

To: _____ (school principal or special education contact)

School: _____

Re: Request for evaluation for _____ (student name)

Dear _____,

I am writing to request an evaluation to determine whether my child, _____, may be eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA).

My concerns include: _____

_____

_____

Examples of how these concerns affect my child at school include:

_____

_____

Please let me know the next steps in the evaluation process and provide any required consent forms and information about applicable timelines. I would appreciate a written response to this request.

Thank you for your attention and for working with me to support my child.

Sincerely,

_____ _____

Parent / caregiver name Preferred email or phone

Helpful reminder

Keep a dated copy of your request and any reply. School evaluation procedures and timelines depend on the applicable rules; this template is not a substitute for individualized guidance.