

Free ARD / IEP Meeting Checklist

A simple, printable checklist to help you walk into your child's Admission, Review & Dismissal (ARD) or Individualized Education Program (IEP) meeting prepared, organized, and confident.

BEFORE THE MEETING

- ☐ Read the meeting notice carefully — confirm the date, time, location, and who has been invited.
If the timing doesn't work for you, you can request to reschedule.
- ☐ Request a copy of all evaluation reports and current data at least a few days in advance.
- ☐ Review your child's current IEP (if one exists) and note what's working and what isn't.
- ☐ Write down your top 3-5 concerns in your own words, in order of priority.
- ☐ List specific questions you want answered at the meeting.
- ☐ Decide if you want to bring a support person or advocate — you have the right to.

DOCUMENTS TO BRING

- ☐ Copy of your child's current IEP
- ☐ Most recent evaluation / re-evaluation reports
- ☐ Report cards and progress reports
- ☐ Outside evaluations (private OT, speech, psych, etc.)
- ☐ Notes from teachers, doctors, or therapists
- ☐ Your written list of concerns and questions
- ☐ A notebook or device to take notes

QUESTIONS TO ASK

- ☐ What specific goals are being proposed, and how will progress be measured?
- ☐ What services, minutes, and settings are being offered — and why?
- ☐ How will I be updated on my child's progress, and how often?
- ☐ What accommodations apply to daily instruction and testing?
- ☐ What happens if I disagree with part of the plan?
- ☐ Who is my point of contact if concerns come up later?

DURING THE MEETING

- ☐ Take notes, including names and titles of everyone present.
- ☐ Ask for anything unclear to be explained in plain language — you're allowed to slow things down.
- ☐ Share your concerns and priorities out loud, even if they're already written down.
- ☐ It's okay to say "I need time to think about this" before agreeing to something.
- ☐ Ask for a copy of everything discussed and any documents signed.

AFTER THE MEETING

- ☐ Request your copy of the finalized IEP/ARD paperwork if you don't leave with one.
- ☐ Review it against your notes — flag anything that doesn't match what was discussed.
- ☐ Follow up in writing (email) summarizing what was agreed to — this creates a paper trail.
- ☐ Mark your calendar for the next review date and any promised follow-ups.
- ☐ Keep all documents organized together — paper folder or digital, whichever you'll actually maintain.

You don't have to do this alone. Visioned Encounters offers free, one-on-one collaboration to help you prepare for your next ARD or IEP meeting. Email visionedencounters@gmail.com and we'll reach out to you in a timely manner. This checklist is for general guidance only and is not legal advice.