

Peabody Public School District

Preparing for IEP Meetings: Tips for Parents

Know what to expect....

- Individualized Education Program (IEP) meetings in PPS follow guidelines and utilize forms required by the Massachusetts Department of Elementary and Secondary Education. Initial, Reevaluation, and Additional Testing Meetings are facilitated by a chairperson who follows an established agenda to ensure that all components of IEP development are addressed.

A typical meeting agenda is as follows:

- Review of parent and student concerns
 - Review of assessments conducted by the IEP team.
 - Discussion of student current performance and/or progress towards IEP goals
 - Determination of Eligibility (Initial and Reevaluation Meetings)
 - This is determined by the flow chart which asks specific questions of the IEP team.
 - Answering these questions leads the IEP team to determination of eligibility.
 - Determination of Additional Services (Additional testing Meetings)
 - If Found Eligible for Services:
 - Discussion of necessary services and goals
 - Discussion of MCAS, Transition Plans (For Age 14+), transportation, ESY
 - Discussion of student vision.
- Please always feel free to ask questions throughout the meeting. We want you comfortable with all of the information we provide you during the meeting. If you think of questions after your meeting has concluded, please feel free to reach out to your team chairperson.

Preparing for your contributions to the meeting....

Initial Eligibility Meetings:

- Copies of your child's evaluation reports are available for you to pick up (or by email) two days before the Team meeting. You are encouraged to read the reports prior to the meeting and to highlight sections that require more clarification. Share your questions with the Team during the meeting.
- Prepare your current concerns for your child. Make note of strengths and struggles that you have noticed and bring them to the meeting. You are welcome to create a Parent Concern Statement prior to the meeting and email it to your

team chairperson. We are happy to put it into the Parent Concerns section of the IEP for you.

- Prepare your vision for your student. What would you like to see them achieve over the next year to 3 years. This is important to share with the team whether your child is found eligible for services or not found eligible.

During the Meeting....

- Share your insight regarding your child's interests, strengths, challenges, and study habits.
- Teachers will discuss progress as it relates to the student's current performance within the classroom setting.
- Evaluators will discuss your child's performance on assessments given for the IEP process of initial testing.
- Always feel free to ask questions at any point throughout the IEP meeting. We want you to be comfortable with any and all information we are providing you.
- If questions arise after the meeting, please feel free to reach out to the team chairperson.

Three Year Re-evaluations/Additional Testing

- Copies of your child's evaluation reports are available for you to pick up (or by email) two days before the Team meeting. You are encouraged to read the reports prior to the meeting and to highlight sections that require more clarification. Share your questions with the Team during the meeting.
- Prepare your current concerns for your child. Make note of strengths and struggles that you have noticed and bring them to the meeting. You are welcome to create a Parent Concern Statement prior to the meeting and email it to your team chairperson. We are happy to put it into the Parent Concerns section of the IEP for you.

During the Meeting....

- Share your insight regarding your child's interests, strengths, challenges, and study habits.
- Teachers will discuss progress as it relates to the student's current performance levels in areas addressed by the IEP, as well as current performance within the classroom setting.

- Evaluators will discuss your child's performance on assessments given for the IEP process of initial, reevaluation, or additional testing.
- Always feel free to ask questions at any point throughout the IEP meeting. We want you to be comfortable with any and all information we are providing you.
- If questions arise after the meeting, please feel free to reach out to the team chairperson.

Annual IEP Meetings (held by your child's liaison):

- Talk to your child about his or her IEP before the meeting. Your questions may include the following:
 - *For younger children:*
 - *What is going well at school?*
 - *What is most challenging?*
 - *For older children/adolescents:*
 - *Are there specific concerns about school and learning?*
 - *Have IEP goals been met?*
 - *Are some accommodations (e.g. extended time , repetition of directions) or services no longer necessary?*
 - *Are some accommodations (e.g. extended time, repetition or directions) utilized by your child? Are there others that may be of assistance?*
- If your child will turn 14 or older during the upcoming IEP period, they will be invited to the Team meeting. Ask your child about their interest in attending part or all of the meeting and contributing to the development of goals for the upcoming year.
- Review last year's IEP. Do you have questions regarding goal areas or progress? Write down any concerns and bring them to the meeting or email them to your liaison so that they can be added into the Parent Concerns Statement of the IEP.
- Think about your vision for your child. Has it changed from the previous year's IEP? Are there things you would like to add or amend from your previous statement?
- If questions arise during or after your IEP meeting....ask. We want you comfortable with all of the information presented and are happy to answer any questions that you may have at any time.

Thank you for being an active participant in your child's education.