



IEP/504 Checklist

- **Request in writing for a copy of the evaluation and draft IEP/504 document prior to meeting. (Should be given to all families but some are not done prior to the meeting)**
- **Bring paper and pens or a computer to take notes.**
- **Bring a family member, friend, or advocate for support and to listen to the team. You may forget something said as these meetings can be stressful.**
- **Ask to see all data from the evaluations from all members of team.**
- **Make sure there is a goal for school communication to/from home.**
- **Bring all the documents with you to the IEP/504. Especially if you have supporting documents from other providers.**
- **Ask questions. Try to have a list of questions prepared prior to the meeting.**
- **Bring goals for your child that you want to see in the IEP/504. You are a part of the IEP/504 team!**
- **If a school professional works with your student daily and is not available, ask to reschedule.**
- **Remember you can always reschedule for another day to continue the meeting if you are feeling overwhelmed.**
- **You do not have to sign anything, and you have the right to ask to have any of your statements added to the IEP/504 document. Especially if you disagree with a goal or area of the IEP/504.**
- **Take a deep breath. You are your child's best advocate!**