IEP Meeting & Communication Toolkit

Colorado Parent Voices | Free printable templates

1. Before the meeting: one-page preparation sheet

Student (optional): _____ Meeting date: _____

My top 3 priorities:

1. _____

2. _____

3. _____

What is going well? _____

What needs clarification? _____

Documents/data I want to discuss: _____

Questions to ask the team:

■ What progress data support the proposed goals? ■ Who will provide each service?

■ How will accommodations be communicated to staff? ■ How will missed services be handled?

■ How and when will progress be reported? ■ What alternatives were considered?

2. During the meeting: decisions and open questions

Agreed actions / responsible person / target date:

_____

_____

Questions still unanswered: _____

Follow-up date: _____ Person to contact: _____

3. After the meeting: quick review

■ Request a copy of the updated IEP, if revised.

■ Check that services, frequency, accommodations, and goals match the discussion.

■ Email a neutral summary of agreements and outstanding questions.

■ Request clarification or Prior Written Notice when appropriate.

This worksheet is for organizing questions and communication, not determining legal compliance.

Ready-to-Edit Parent Emails

Template A — Request an IEP meeting

Subject: Request for IEP Meeting

Hello [Case Manager],

I would like to request an IEP team meeting for [Student] to discuss [specific concern or changed need]. Please share available meeting dates and let me know what information the team can provide in advance. I would like to participate meaningfully in reviewing the relevant data and options.

Thank you, [Parent/Guardian]

Template B — Follow up after an IEP meeting

Subject: Follow-Up on [Date] IEP Meeting

Hello [Team],

Thank you for meeting on [date]. My understanding is that the team agreed to [decisions], with [person] following up by [date]. I still have questions about [open issues]. Please let me know if I misunderstood anything, and when I should expect the updated documents or response.

Thank you, [Parent/Guardian]

Template C — Ask about implementation or progress

Subject: Clarification About IEP Services / Progress

Hello [Case Manager],

I am reviewing [Student]'s current IEP and would appreciate clarification about [service, accommodation, or goal]. Could you explain how this is currently being provided and share any relevant existing service or progress records? I am trying to understand what has occurred before drawing conclusions.

Thank you, [Parent/Guardian]

Template D — Request Prior Written Notice

Subject: Request for Prior Written Notice

Hello [Team],

Regarding the school's [proposed/refused] action about [specific issue], please provide Prior Written Notice as required when applicable, including the action, reasons, information relied upon, and options considered. Thank you for clarifying the team's decision.

Thank you, [Parent/Guardian]

Note: Prior Written Notice applies to specified proposals or refusals involving identification, evaluation, educational placement, or FAPE; it is not automatically required for every disagreement or informal discussion. See 34 CFR §300.503.