



#### IEP – Points to Remember

- Request for an IEP Meeting – You may request that an IEP meeting be held at any time. If it is scheduled when you cannot attend, you may request that the date/time be changed. You should make every effort to attend the meeting, but may also request participation by phone.
- Advocate/Child at an IEP Meeting – You may request that an advocate, such as, a psychiatrist, other professional, or member of a parent advocacy/parent support group attend the IEP meeting. You may also request that your child be present at the IEP meeting. You can inform your school district that you will be bringing a guest to the IEP.
- Preparation for an IEP Meeting – Make a list of things you want your child to learn. Take notes about your child's behavior that interferes with learning. Describe the methods you found to be successful.
- IEP Goals and Benchmarks/Objectives – Be prepared to discuss appropriate/achievable goals for your child. The goals and benchmark/objectives must be specific and measurable to ensure that everyone teaching your child is working toward the same goals. The goals and benchmarks/objectives should be decided at the IEP meeting and consensus given by the IEP team.
- Transition Planning – Transition planning for your child begins at age 14. Your child should be involved in the transition planning. A transition goal(s) must be in the IEP when your child turns 14 1/2.
- Accommodations/Supplementary Aides and Services – You may request reasonable accommodations and supplementary aides and services within the context of the program to assist your child in mastering goals.
- Length of IEP Meeting – There is no set time frame for an IEP meeting. If the IEP needs to be further discussed than what can be addressed in the time allocated, request that the IEP team reconvene to complete the process.
- Signature on the IEP – You sign the IEP as an attendee of the IEP meeting. If you participate via phone, you can ask the IEP Coordinator to note that you were in attendance.
- Receipt and Implementation of the IEP – The complete IEP must be received by you 10 days following the IEP meeting; it must be implemented within 10 days following the development of the IEP and done so in "good faith". Stay involved in your child's educational program.
- Progress Reporting – You must receive a progress report on your child's goals as often as parents of children who do not have disabilities in your school receive them. If your child is not making sufficient progress on any goals, the reason must be given on the progress report. Discuss this with the teacher and determine whether the program should be modified. As a parent, you can initiate changes in your child's educational program.
- Resolving conflicts – Sometimes, parents and school personnel cannot agree on issues that arise at IEP meetings. When this occurs, the Team members should make a good faith effort at reaching a consensus through dialogue and negotiation. If team members aren't able to reach consensus through these means, mediation may be used as an option to resolve the conflict. Parents may also file a state complaint with the Illinois State Board of Education. Parties may initiate a due process hearing. In this case, parties present formal arguments, witness testimony, and documentation to support their position. If you need to make a formal request for mediation or due process, be sure to do so in writing, date your request, and keep a copy.

