

The Complete Annual IEP/ARD Meeting Checklist

Never show up to an annual meeting unprepared again!



Cynthia Singleton
www.advocate-well.com



Annual ARD Countdown Checklist:

The annual ARD is usually a year from when the student was initially evaluated.

It should be no later than one year from your child's last annual meeting. Even though you may not hear from the school until the required five (5) calendar days before your child's meeting, **take the initiative to be prepared based on the anticipated annual date.**

ANTICIPATED DATE Of Annual Meeting: _____

✓ **6 weeks prior: set up a date to observe your child**

- e-mail the teacher or principal permission to come and observe your child in school for the full day sometime before the meeting. Some districts are quite restrictive about when you can observe. If the principal refuses, ask to see the written board policy about parent visitation.
- It's usually good to make observations about 3-4 weeks before the meeting. Make notes of what is working and what is not working. In order to build the relationship with the school, it's good to acknowledge what is working well.

✓ **5 weeks prior: review paperwork**

- re-read your child's **FIE** (Full Individual Evaluation) to refresh your memory. If you can't find it, you may need to take my ***Speak Up For Your Child Bootcamp*** to learn how to organize your paperwork better.
- review your child's **progress reports** (you should be receiving these at least every 6 - 9 weeks) from classroom teachers and related service providers,
 - any communication logs from the last year,
 - and standardized test results
- Look at the homework and any other work samples your child has brought home
- get a sense of what the major issue, if any, you would like to address

✓ **4-1 weeks prior: draft IEP goals**

- Set up an **informal** meeting with your child's main teacher to draft the IEP goals
 - Make sure each goal is specific,
 - measurable,
 - action oriented (about what the student **is** going to do, not what they are not going to do),
 - relevant
 - time limited



- Rather than trying to add a lot of goals, aim for **three goals** that address **each area of need**. Choose a fundamental skill.
 - Make sure that the next year's goals are not repeats of the previous year's goals. If so, you may want to hire an advocate to address lack of progress
 - If you're unsure what a goal should even be, get ideas by looking at what typical children in your child's grade are learning
 - E-mail the **related service providers** and request drafts of their IEP goals. Try to meet with them if possible. . . .This is usually very difficult as they have large case loads. At the very least, get a copy of their draft goals and edit them with your input.
 - Research any areas about the goals where you have questions and issues you want to address.
 - Reach out to advocacy buddies, parent support groups etc. if you are having trouble coming up with a good goal to approach an issue that your child is having.
 - Find your state's **parent information center**
<https://www.parentcenterhub.org/find-your-center/>
 - **If you plan to bring an advocate or friend**, give them a head's up as to the approximate date of the annual, and ask them to put it in their schedule.
 - Begin making notes about what you want to bring up in the meeting. I do this on a planner that follows the order of the meeting. The ARD/IEP meeting follows the
- ✓ **1 week prior: final prep and meet**
- Make sure the school sends you the formal notice of invitation for the meeting that lists the date, the attendees, and the topic. The person who arranges the meeting will want to do this informally. It is better that you get the formal paper rather than arranging the meeting time via email or phone.
 - See who will be attending the meeting, and make sure that everyone who needs to be there, will be.
- ✓ **Day of the Meeting**
- Gather the documents and materials to bring with you to the meeting:
 - Either a print out of the ARD/IEP Meeting Planner or your notes for what you want to bring up
 - A copy of the blank Prior Written Notice form
 - A digital recorder—you are allowed to record the meeting
 - Your binder of that school year's documents. Don't keep you're documents in a binder? If you take my ***Speak Up For Your Child Bootcamp***, you'll learn more about what to put in the binder in the next module.
 - Snacks for the meeting attendees

