



## Who attends an IEP meeting?

The IEP meeting must be attended by:

- Parent(s)
- Child (when appropriate)
- Regular Education Teacher
- Special Education Teacher
- School Representative

(Principal or Principal Designee)

The IEP meeting can be attended by the:

- Occupational Therapist (OT)
- Speech and Language Pathologist (SLP)
- Physical Therapist (PT)
- Adaptive Physical Education (APE)
- Vision or Hearing Specialist
- Nurse
- Social Worker
- School Psychologist
- Or other persons invited by parent or school

*Louisiana Department of Education  
Special Education*

*Toll-free Hotline*

**1-877-453-2721**

*Caller will be prompted to press #1  
for Special Education questions  
and information.*

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# PREPARING FOR YOUR CHILD'S IEP

A guide through the process.



## What is an IEP?

IEP stands for Individualized Educational Program. It's like a road map. It describes what your child can already do and what your child needs to learn in order to reach his/her goals. It is a written record of the decisions made in the I.E.P. meeting, and it documents the services needed and describes how those services will be delivered.

## Who needs an IEP?

An IEP is a written plan for a child who has been identified with a disability under I.D.E.A. (Individuals with Disabilities Act)

## Where do IEP meetings take place?

Generally, IEP meetings take place at the school where your child attends.

## Before the IEP meeting?

- Prioritize your suggestions/concerns
- Make notes on what you want to say
- Know what you hope to get out of the meeting
- Gather data / do research

## What should I bring to an IEP meeting?

- Notebook to take notes
- List of child's doctors, the doctors' phone numbers, and medications that your child may be taking
- Classroom papers or report cards that are concerns
- A positive attitude



## During the IEP meeting?

- Share your vision for your child for the present school year as well as your long-term expectations for your child
- Talk about what your child can do and what help your child needs
- Listen and ask questions to make sure you understand
- Have a positive attitude—even when you disagree

## After the IEP meeting?

You will be given a copy of the IEP for your records. Review the IEP to make sure it contains all the information that was agreed upon during the meeting.

## How often is the IEP meeting held?

An IEP meeting is held at least once per year at which time the IEP is reviewed and revised. However, IEPs meetings to address concerns about your child can be held anytime of the year at the request of you as the parent or at the request of the school.

## Final Note:

You are the key to your child's success. With a positive attitude, open communication, and a good working relationship with your child's school, the possibilities are endless!