



How to Prepare for a Facilitated IEP/504 Team Meeting

The table below includes suggestions and tips for families and schools to prepare for a Facilitated IEP/504 Team Meeting. This is not an exhaustive list.

	Family	School
Gain or Share Knowledge	<ul style="list-style-type: none"> • Call a parent organization or resource center to ask questions and help you prepare for the meeting. • Attend a workshop or training through a parent group, such as RIPIN, to learn about your role and responsibilities as a member of the IEP/504 Team. 	<ul style="list-style-type: none"> • Arrange for a space large enough to accommodate the number of adults attending the meeting. • Send the parent draft annual goals prior to the meeting. • Send the parents any current evaluation reports.
List	<ul style="list-style-type: none"> • Prepare a written list of issues you want to discuss and questions you want to ask. • Think about what is most important to you for your child's IEP/504. 	<ul style="list-style-type: none"> • New or complex information is shared in writing with the team, including parent(s) before the meeting.
Organize	<ul style="list-style-type: none"> • Organize your documents with dates and notes on them. • Highlight any points you want addressed. • Make copies of some of the information to share with the team. 	<ul style="list-style-type: none"> • Organize and bring any updated, relevant data on the student. • Bring a proposed IEP/504 that is data driven and based on the unique, individual needs of the student. • Prepare and bring all forms that will or may be needed.
Solution Focused	<ul style="list-style-type: none"> • Be solution focused and open to new ideas. 	<ul style="list-style-type: none"> • Be willing to collaborate with all team members. • Keep an open mind.

Think	<ul style="list-style-type: none">• Think about where your child is now and where you want them to be in a year.	<ul style="list-style-type: none">• Think about where the student is now and where you want them to be in a year.
Come	<ul style="list-style-type: none">• Arrive early so you have time to get ready to participate.• Come ready to focus on your child's needs and consider new options to address unresolved problems.	<ul style="list-style-type: none">• Arrive early so you have time to get ready to participate.• Come ready to focus on the student's needs and consider new options to address unresolved problems.