

# The IEP Meeting Parent Agenda

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The parent is not a guest at the IEP table — the parent is a team member with statutory rights under IDEA. This is your one-page agenda for the meeting.

## Before the meeting (1 week ahead)

**Assessment reports requested in writing.** One week ahead minimum. If not received, ask again + request the assessor walk you through.

**Records organized.** Most recent IEP, PWNs, progress reports, work samples, teacher emails, behavior incidents, private evals. Findable in under 30 seconds.

**Three concerns + three asks + three pieces of evidence.** Drafted in priority order. Not ten — three.

**Recording decision made.** If yes: 24-hour written notice to the district (CA requirement; check your state). If no: bring a note-taker.

**All prior requests in writing.** Assessments, meetings, services. Phone calls summarized in follow-up email with date stamp.

## At the meeting — the worksheet

Hand a copy to each team member at the start. Use it to keep your asks in the record by name.

CONCERN	SPECIFIC ASK	EVIDENCE

## The PWN principle

Prior Written Notice (IDEA): the district must document in writing any change they PROPOSE or REFUSE — including what was considered, why, and what data was used. Most parents don't know it exists. Most district teams quietly hope you don't ask.

*Frame asks as ASSESSMENTS first when possible — "I'm requesting a speech assessment" is harder to refuse than "I want speech therapy added." If the team refuses an assessment, IDEA requires PWN of the refusal.*

# At-the-Table Scripts + 48-Hour Follow-Up

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Three scripts for the moments most parents lose ground at the table, and the follow-up that turns the meeting into a document.

## The closing review

### **BEFORE THE MEETING ENDS**

*"Before we close, can we review the proposals and refusals we've made today, who will write the Prior Written Notice for each, and when I can expect to receive it?"*

## The "I am not signing today" script

### **WHEN THE TEAM ASKS YOU TO SIGN THE NEW IEP**

*"Thank you for the work today. I'd like to take this home, read it overnight, and respond in writing. I'll send any corrections or questions by [date]." (You don't have to sign at the table. Signing indicates acceptance.)*

## The PWN request

### **WHEN THE TEAM SAYS "WE DON'T DO THAT"**

*"Please provide Prior Written Notice of that refusal — what was considered, why, and what data the decision relied on."*

## 48-hour follow-up email template

### **TO CASE MANAGER, COPY PRINCIPAL**

*Three to five bullet points: (1) what was agreed, (2) what was refused, (3) what is outstanding (PWN expected by \_\_\_\_), (4) any follow-up actions, (5) "please correct anything that doesn't match the meeting." This creates a contemporaneous written record + sets a clock on the PWN.*

## When the PWN arrives

Read it line by line. Anything that omits, mischaracterizes, or describes a refusal differently than you heard ' written response within days. Your response becomes part of the file.