

Using Artificial Intelligence as a Tool: Preparing for IEP Meetings

A Resource Document

Artificial intelligence (AI) tools are becoming increasingly common, and families may wonder whether and how to use them. This fact sheet focuses on how parents can choose to use AI as a **support tool** to prepare for special education meetings, organize information, and ask stronger questions. Using AI is optional. When used thoughtfully, it can help parents feel more confident and prepared, but it should never replace human judgment, collaboration, or decision-making by the IEP team.



Preparing for an IEP Meeting With the Help of AI

Families can use AI tools to **feel more prepared and confident** before IEP meetings. AI can support parents in the following ways:

- Summarizing large documents like evaluation reports or progress notes
- Drafting questions to ask at the IEP meeting
- Helping parents organize their concerns and priorities
- Reviewing IEP goals written in complex language and helping explain them in parent-friendly terms
- Drafting sample goals that parents can discuss with the IEP team (these must always be personalized by the team and based on student data)

AI can help **explain terms** like “phonological awareness,” “self-advocacy,” or “executive functioning” in plain language so families can participate meaningfully in IEP meetings and goal development.

Using AI Before, During, and After an IEP Meeting

AI can be helpful at **different points in the IEP process** — not just before a meeting. Thinking about *when* to use AI can help parents use it more effectively.

Before the meeting. Families may choose to use AI to:

- organize concerns and priorities
- turn notes, emails, or reports into clear questions
- summarize evaluations or progress reports
- identify areas where more information or data may be needed

During the meeting. AI should not be used live during meetings, but preparation with AI can help parents to do the following during the meeting:

- feel more confident asking questions
- recognize when answers are unclear or incomplete
- stay focused on their top priorities

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After the meeting. After the meeting, AI can help parents:

- summarize what was discussed
- review meeting notes for clarity
- prepare follow-up questions
- compare what was agreed upon to what is written in the IEP

Using AI this way can help families **stay organized and engaged** throughout the IEP process.

Tips for Safe and Effective AI Use by Parents

- Do not upload your child’s identifiable information (full name, address, date of birth, full evaluations, or unredacted IEP). Redacting means blacking out any personally identifiable information.
- Describe concerns in general terms (for example: “a 9-year-old student with a reading disability struggles with decoding”).
- Use AI as a thinking partner but bring all drafts and questions back to the IEP team for discussion.
- AI can produce biased or incorrect outputs; it is essential that there be a human review of everything that AI produces.
- AI tools are not replacements for assistive technology (AT); AI can complement AT but not replace it.

Using AI to Create Goals

AI can help families build clarity around what strong, measurable IEP goals look like. For example, a parent can ask an AI tool:

- What are examples of measurable goals for a student who struggles with reading fluency?
- What are common accommodations for students who have difficulty with written expression?
- What skills or behaviors should be included in a goal to make it clear when progress is being made?
- What data should be collected to show whether this goal is working?
- What questions should I ask if my child’s math goals haven’t shown progress for two grading periods?

AI-generated goals must never replace the IEP team’s responsibility to design individualized, data-based goals. Final goals must reflect the student’s present levels, strengths, needs, and the team’s shared decisions.

For additional information, see PEATC’s Resource Document: [Artificial Intelligence in Special Education – What Families Need to Know](#).



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