# STUDENT IEP MEETING FACILITATION CHECKLIST

## BEFORE THE MEETING

- [ ] Review my IEP (goals, accommodations, strengths, and needs)
- [ ] Prepare a short introduction about myself (interests, strengths, future goals)
- [ ] Think of questions I want to ask or things I want to share
- [ ] Practice saying my goals and any updates out loud
- [ ] Bring any notes, visuals, or a script if I want support

## SHARING ABOUT MYSELF

- [ ] Talk about my strengths
- [ ] Share areas I need support in
- [ ] Explain what accommodations or supports help me most
- [ ] Share my progress toward current goals

## FUTURE PLANNING

- [ ] Talk about my interests and future goals (college, career, independent living, etc.)
- [ ] Share any ideas I have for new IEP goals
- [ ] Ask for support or resources I might need to reach my goals

RAISE

## OPENING THE MEETING

- [ ] Greet the team and thank them for coming
- [ ] Introduce myself and share something about me
- [ ] Explain my role in leading the meeting

## COMMUNICATION SKILLS

- [ ] Listen to what others share
- [ ] Ask questions if I don't understand something
- [ ] Speak up if something is important to me
- [ ] Take notes or ask someone to help me take notes

## CLOSING THE MEETING

- [ ] Summarize what I heard and my next steps
- [ ] Thank the team for helping me
- [ ] Share one thing I am excited about or proud of

## AFTER THE MEETING

- [ ] Review the IEP once it is updated
- [ ] Write down my responsibilities and next steps
- [ ] Ask for clarification if I don't understand something
- [ ] Celebrate leading my IEP meeting!

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