

Parles Rekem, LLP

What to bring to your next IEP meeting...

Dedicated to the highest quality representation of Children and Adults with Special Needs and Their Families



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1. **Always keep a 3 ring binder that contains the following information and take what you need to your meeting:**
 - Binder 1:**
 - Report Cards
 - State Assessments
 - School Transcripts
 - Binder 2:**
 - Letters/emails correspondence
 - IEP/504/other educational plan
 - Progress Reports
 - Binder 3:**
 - Evaluations done by the school and private evaluators
2. **Samples of your child's work such as:**
 - Homework assignments
 - Class work
 - Tests/Quizzes
 - Writing (Drafts and Final)
3. **Journal of your daily observations of your child at home (this is your data to share with your child's teachers)**
4. **Updates from outside tutors, specialists, and therapists that work with your child outside of school**
5. **Bring one page "focus sheet" or "checklist" that will contain:**
 - Your goals for the meeting
 - Your list of concerns
 - Your questions
 - A list of what is/is not working in the classroom