



BUILDING EFFECTIVE IEP MEETINGS

Clarity, Communication, & Parent Input

Organize & Set Agenda

- Send an agenda to all team members
- Start with strengths and a shared vision for the student
- Clearly outline topics, timeframes, and decisions
- Example Agenda: Elem/Middle, and High School

Prepare Family

- Provide copies and draft goals, data, and reports before the meeting
- Share a “what to expect” guide or checklist
- Offer an opportunity for parents to submit questions/input in advance

Promote Early Input

- Begin meeting by asking “What are the top priorities for your child?”
- Use strength-based parent input statements as a guide
- Validate contributions by linking parent priorities to goals and services

Communicate & Follow Up

- End each meeting with a summary of decisions, next steps, and responsible parties
- Send written notes or a follow-up email to confirm shared understanding
- Provide clear timelines for progress reports or agreed-upon actions



End every IEP meeting by asking,
“Do we all feel clear about the next steps?”



THE IMPACT: WHY IT ALL MATTERS

When teams organize, prepare, promote input, and follow up, they build trust, prevent misunderstandings, and strengthen collaboration. ADR strategies complement these practices by offering additional ways to resolve conflict early—keeping the focus where it belongs: on student success.