



Parent Tips for: IEP & 504 Meetings

- Do your Research! Go to the public library or call your state's Parenting Training and Information Center for suggestions, advice, and information.
- Nobody should be developing your child's IEP or Section 504 without you! If this happens, DO NOT SIGN ANYTHING, and tell them you want to schedule a meeting to help develop this plan.
- If you aren't satisfied at the end of the meeting, ask for another session.
- Bring a tape recorder to the meeting. Tell the staff that you are going to bring one. If they resist, ask them to provide documentation prohibiting tape recorders. Offer to make copies for them. A tape recorder is to allow you to go over the meeting later. These meetings can be stressful, and it's easy to miss hearing important information.
- A few days before a meeting, list everything you want to discuss and make copies for everyone. Be sure to include your child in what they think needs to be different to help them learn better. If you can't get to everything on your list, request a second meeting to do so.
- Bring an advocate who knows the ins and outs of Special Education if possible.
- The night before your meeting, put everything you want to bring in a folder.
- If you do not understand something said during the meeting, do not hesitate to interrupt and ask it to be explained. Don't leave the meeting confused.
- You can request that specific people attend this meeting, and if they have confirmed but dropped out at the last minute, ask them to reschedule the appointment.
- Go to the meeting prepared and with a positive attitude. You are more than willing to work with them and want them to work with you. After all, it's about your child—the important person regarding all of this!
- Make a list of what works for your child. Have it added to the IEP or Section 504 Plan. Do not sign until it's added.
- If you feel the plan isn't being met, remind the teachers to read it. You can copy the plan and put it in your child's binder, letting the teachers know it will be there for their review.
- Keep in touch with teachers. Call them, write notes or letters. If you are concerned about anything, request a meeting.

