

# Utah Parent Center

## Individualized Education Program (IEP)



### Tips for Parents

#### Evaluation

##### **Making a Referral and Request for Initial Evaluation:**

- Ask in writing for evaluation; keep a copy of your request.
- Explain the child's problem(s) and why the evaluation is needed.
- Share information with school staff about the child's performance and concerns.
- Keep the letter to one (1) page and use bullet points.
- You must give informed consent for evaluation.
- You have the right to an Independent Educational Evaluation (IEE) of your child.

##### **Independent Educational Evaluation (IEE):**

- An Independent Evaluation can be used when you need more information, different information, or a second opinion about your child's disability and special education needs.
- Before initiating this process, discuss with your district the procedures you must follow with this request.
- You may request a list of recommended providers from the district that can provide an IEE.
- The Evaluation conducted at public expense will become the property of the district.

##### **Evaluation Questions to Ask:**

- What is the test measuring?
- What is the average on this test?
- Where is my child in relation to that?
- What can my child do and not do?
- What does this mean in terms of teaching my child?

#### Preparation for the IEP Meeting

##### **Before the IEP**

- Let the team know as soon as possible if the meeting time does not work for you.
- Know who will be attending the meeting.

- Gather information to share: medical, psychological, other assessments.
  - Keep a file of all important information related to your child’s educational record.
  - Review your child’s school records and current IEP if there is one.
- List what you see as your child’s strengths and needs.
- Write down your priorities, pick the top 3 concerns you wish to address in the meeting.
- Write down long-range goals for your child.
- List services that you believe your child needs to attain the goals you have identified.
- Write down your questions.
- Communicate with your team prior to the meeting;
  - Ask for, and review evaluation data.
  - Share your ideas for IEP goals.
  - Ask to see a draft of the IEP goals prior to the meeting.

### Inviting Individuals to the IEP Meeting:

- Parents may invite anyone who will be helpful to the IEP meeting.
- It is appropriate to inform the school who you are inviting prior to the meeting.
- Parents can help their student(s) prepare to participate in the IEP meeting.



### Participation in The IEP Meeting

- Remind yourself to use good communication skills throughout the meeting.
- Introduce yourself if no one else does. Ask others to introduce themselves. Introduce anyone you bring with you.
- Ask who the LEA (Local Education Agency) representative is.
- Bring enough copies of information you have prepared about your child for all team members.
- Make sure the concerns about your child as well as the child’s strengths are listed on the IEP.

- Communicate your priorities and suggestions for goals;
  - Consider how they fit with the goals proposed by the rest of the team.
  - Make sure that goals are written to address the high priority concerns and needs.
- Be prepared to negotiate; see if there are alternative ways to meet goals.
- Share your concerns and information as the discussion progresses
  - Clarify any information or statements that are unclear to you.
- Remember the IEP process is a logical process.
  - If the team is not addressing some of the child's educational

## Look Ahead to High School

Even though it may seem early to think about the future, middle school is an important step toward attaining a postsecondary education or training.

- Communicate your expectations for academic success to your child.
- Help your child see that the academic skills strengthened in middle school will support success in high school.

## Questions?

Do you have questions concerning your child's IEP or need help organizing your thoughts for an upcoming IEP meeting? You can call to speak with one of the Utah Parent Center Parent Consultants at 801-272-1051.



**Utah  
Parent  
Center**

Bringing Hope  
Opening Doors  
Elevating Inclusion