



## IEP Meeting Roles and What to Expect

*(Bison Bridge Behavioral Insights Parent Resource — K–12 Edition)*

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### What Is an IEP Meeting?

An Individualized Education Program (IEP) meeting brings together a team of people to discuss your child’s strengths, needs, and services. The meeting is required at least once a year and should always include you as an equal team member.

Knowing who is in the room and what each person does can help you feel more prepared and confident.

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### Who Is on the IEP Team?

By law, the IEP team must include:

- **Parent or Guardian**  
You are the expert on your child. Your insights, concerns, and goals are critical. You can invite other people to attend with you.
- **General Education Teacher**  
Shares how your child is doing in the classroom and what supports might be needed to access the curriculum.
- **Special Education Teacher or Provider**  
Leads the development of the IEP and provides specialized instruction or support.
- **School District Representative**  
Often a principal or special education coordinator. They must know the school’s resources and have the authority to approve services.
- **School Psychologist or Evaluation Team Member**  
Explains testing results, helps interpret data, and guides eligibility decisions.
- **Related Service Providers** (if applicable)  
Includes speech-language pathologists, occupational therapists, physical therapists, counselors, or others depending on your child’s needs.

- **Your Child** (when appropriate)  
Students age 14 and older in Kansas must be invited to attend their IEP meetings for transition planning. Younger students may also attend to practice self-advocacy.
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## **What Happens During the Meeting?**

The team will review and discuss:

- Present levels of performance (strengths, needs, and current progress)
- Parent concerns and input
- Evaluation or assessment results
- IEP goals and how they will be measured
- Services and supports (who, what, where, and how often)
- Accommodations and modifications
- Placement and Least Restrictive Environment (LRE)
- Progress monitoring and communication

You have the right to ask questions, request clarifications, and take time to consider what is being discussed.

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## **How to Prepare as a Parent**

- Write down your concerns, questions, or ideas ahead of time
  - Bring any outside reports or notes
  - Let the school know in advance if you are bringing someone with you
  - Ask for a draft of the IEP if available (but know it is not final until the meeting)
  - Take notes or ask for a copy of the final IEP afterward
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## **What Parents Say**

- “Once I knew who everyone was and why they were there, I felt less overwhelmed.”
  - “I learned I could bring someone with me, even if it was just for support.”
  - “Speaking up made a difference in the services my child received.”
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## **Important Reminder**

The IEP meeting is not just a formality. It is a legally required, student-centered conversation where your voice matters. You are not expected to be an expert in education, just an expert in your child.

For more support, visit [www.ksde.org](http://www.ksde.org) or ask your school to explain any part of the process that feels unclear.