



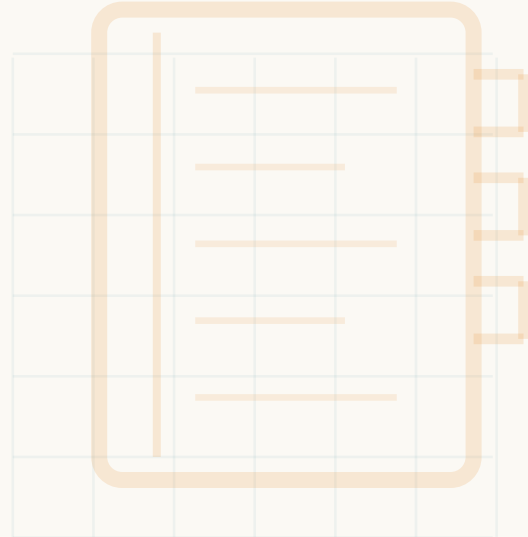
ARDENT WORKSHOP

AN ARDENT WORKSHOP PRODUCT

IEP Meeting Prep Sheet

The one page to fill in before an IEP or 504 meeting — free.

Free · from Ardent Workshop



Walk into the meeting prepared

The one page to fill in before an IEP or 504 meeting — your child's strengths, the concerns you want to raise, the goals you care about, and the questions to ask. Walking in with your own notes helps shift a meeting from happening to you to happening with you. Fill it in, and bring it.

THIS IS YOUR PREP — NOT THE PLAN

Jot down what your child needs and what you want to say — never a school- or parent-portal login or the full student ID. The signed IEP or 504 plan is the official document; this is the page that helps you speak up for it.

This sheet is for (child's name & grade)

Meeting date & type (IEP / annual review / 504 / eligibility)

What's working — my child's strengths and what helps

What's hard right now — my concerns to raise

The priorities and goals I care about most this year

Questions I want answered at the meeting

Changes I'd like to the plan, services, or accommodations

After the meeting

Who I want to hear from (case manager, teacher, therapist)

What I want in writing afterward (the Prior Written Notice)

THIS IS THE PREP PAGE — THE BINDER IS THE REST

This prep sheet gets you ready for one meeting. The Special-Needs / IEP Records & Care Binder keeps it all organized year-round — a 10-tab workbook (Excel, Google Sheets & LibreOffice) plus four guides: a child snapshot, the accommodations, evaluations, the therapy schedule, providers, medications, and a meeting-notes paper trail. [Get it at ardentworkshop.com](https://ardentworkshop.com) ›

A record-organizing sheet for managing and advocating for your child's plan, not medical, legal, or educational advice, not a diagnosis or an evaluation, and not the IEP or 504 plan itself or a substitute for your child's team or a special-education attorney or advocate. Always defer to the signed plan and the professionals. © Ardent Workshop LLC. Free to use; please don't resell or redistribute.