

Additional Resources To Help You Prepare For Your First IEP Meeting

Manitoba Association of Parent Councils (MAPC)

MAPC Empowering Parents Guide

www.mapc.mb.ca

Manitoba Education and Training Student Specific Planning Handbook

www.edu.gov.mb.ca/k12/specedu/

Working Together: A Handbook for Parents of Students With Special Needs

www.edu.gov.mb.ca/k12/specedu/

Community Living Manitoba

A Parent's Guide Inclusive Education

www.aclmb.ca/

** See [sample of an IEP Framework](#) in the Parent
Handout Appendix F of the *Student Specific Planning
Handbook*: www.edu.gov.mb.ca/k12/specedu/

A Checklist for Parents

- ◇ Do you know who to contact at the school if you have questions or need to discuss your child's progress or IEP?
- ◇ Do you have a binder with your child's information in it, such as medical records, assessments, and other information, which might be helpful in developing the IEP?
- ◇ Does your child's IEP make it clear that they will be included in learning and social activities with their peers?
- ◇ Does the IEP include learning and social goals, as well as strategies, to measure your child's progress?
- ◇ Do you have a plan so you can support your child's IEP at home?
- ◇ Do you have a support person to help you during IEP meetings?



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Manitoba Association of Parent Councils

*Helping Parents Find A Voice in
Education*

Understanding Individual Education Plans (IEP)

Preparing Parents for IEP Meetings



What is an IEP?

An IEP (Individual Education Plan) is a written document to support your child's learning needs in school. It is developed annually to identify goals for your child to work towards while in school. It is created by your child's school support team with you to outline your child's learning needs and plan how their education goals will be met.



Why Does My Child Need an IEP?

Every child has unique learning needs. Some children need additional supports to be successful in school. Developing an IEP as a written plan identifies what your child's social and academic needs are and how they will be supported during the school year. These supports might include adapting their environment to accommodate these needs, or modifying programming to meet their learning requirements.

What is an IEP Meeting?

An IEP Meeting is an opportunity for parents, the school support team, and (whenever possible) the student to meet and determine their programming goals and supports for the school year. The school support team includes teachers, resource teachers, principals, and other professionals, who meet with the parents, the child, and additional support people, as needed.

How Often Should We Meet?

IEP Review Meetings are held at the school at least once a year. Meetings are held in the spring to plan for the upcoming year, and in the fall to update and adjust the plan, when needed. The number of meetings is dependent on your child's unique needs, the assessments needed, and the availability of specialists required. These meeting dates are coordinated to meet the school's reporting requirements.

What Should My Child's IEP Include?

Individual Education Plans (IEP) should include:

- The programming being used to meet your child's current learning needs
- The teaching strategies and materials that will be used to support your child during the school year
- Goals that your child will be working towards and how their progress will be measured.
- The team members responsible for implementing the IEP

How Should I Prepare for an IEP Meeting?

The key to a successful meeting is to be confident that you and the school support team want what is best for your child. The following suggestions may help you with your discussions:

1. *Request a meeting agenda* in advance so you know what will be discussed
 2. *Prepare a file or binder* that keeps information such as your child's medical records, letters, assessments, people involved in your child's care from outside the school, and other important documents which may be helpful to understand your child's needs
 3. *Make a list of your child's interests, strengths, and challenges*, as well as what goals you and your child share for the school year. From your perspective, what will success look like?
 4. *Write your questions down* before the meeting so you won't forget to ask them.
 5. *Invite a support person*, such as a friend or family member, to take notes for you, so you can concentrate on your discussion. Inform the support team as a courtesy.
- Remember — it's okay to ask questions if you don't understand something being discussed!***