



## IEP

### PURPOSE OF BROCHURE

The purpose of this document is to help explain the IEP process. This was created to assist our parents and families in effectively participating in their child's IEP meeting, understanding their legal rights, and to ensure the IEP addresses their child's strengths and needs.

### What is an IEP?

The IEP, Individualized Education Program, is a written document that's developed for each public school child who is eligible for special education services. The IEP is created through a team effort and reviewed at least once a year. The IEP specifies the services needed to fulfill the child's right to a Free and Appropriate Public Education (FAPE).



## Resources

Office of Student, Community & Academic Support RIDE  
Call Center 222-8999  
<http://www.ride.ri.gov/OSCAS/default.aspx>

RI Parent Information Network  
[www.ripin.org](http://www.ripin.org)

Office of Rehabilitation Services  
[www.ors.ri.gov](http://www.ors.ri.gov)

The Autism Project  
[www.theautismproject.org/](http://www.theautismproject.org/)

Down Syndrome Society of RI  
[www.dssri.org/](http://www.dssri.org/)

PPSD Preschool Office  
456-9137 ext 3002

Child Outreach Office 279-0517  
CHILDOUTREACHSCREENING @  
PPSD.ORG

Local Advisory Committee Email:  
LACPROV@PARENTS.PPSD.ORG

Providence Regional Transition  
Office 278-0520

# Providence Schools



## A Parent's Guide to IEP Meetings



Office of Special Populations  
797 Westminister Street  
Providence, RI 02903  
401-456-9330



# IEP Checklist Menu

## BEFORE THE MEETING

- Obtain all school records and copies of the following:
  - Prior IEPs (if any)
  - Progress notes, report cards, work samples.
- Request for transportation if applicable.
- Request an interpreter be present to assist you in participating if applicable.
- Talk with people who have worked with your child to see how they think your child is progressing.
- Get information from your health professionals.
- Make a list of your child's strengths and needs.
- List services your child may need, including:
  - Special education/related services;
  - Transition services.

## DURING THE MEETING

- Remember that you are an equal member of the IEP team.
- Ask for clarification if you don't understand something that is being said.
- Compare the school's goals with your goals.
- Take notes.
- Discuss what you feel helps your child to learn.
- Listen to the points of view of all.

## AT THE END OF THE MEETING

- Be sure that all your child's needs and services are documented on the IEP.
- Ask for a copy of the IEP minutes and IEP.
- If you cannot come to an agreement, you may request another meeting. Do not feel pressured to make a decision.
- Remember you can ask for an IEP review at anytime during the school year.

## Q&A

### *Sample questions to ask the IEP Team at the meeting...*

What services will my child be receiving?

How long will each session be?

How many times per week will my child be serviced?

Who will provide the services to my child?

Where will my child receive these services in the classroom or outside of the classroom?

When do I receive progress reports on my child?

What can I do to help my child at home?

Who will be my contact person/case manager?

What should I know about my child's transition services?

How do I schedule an IEP review for my child?