

IEP / 504 Advocacy Prep Worksheet

Come prepared, advocate effectively, and ensure your child's needs and strengths are fully represented at every meeting.

Name: _____ Date: _____ Clinician: _____

***Purpose:** IEP (Individualized Education Program) and 504 Plan meetings can feel overwhelming. Coming prepared with clear documentation of your child's needs, goals, and questions helps you advocate effectively and ensures your child's voice is represented.*

BEFORE THE MEETING

Child's name, age, and current grade:

Type of meeting (IEP annual review / 504 / re-evaluation / initial):

Date of meeting:

My primary concerns going into this meeting:

My child's strengths I want the team to know and build on:

WHAT I AM REQUESTING

Academic accommodations (extended time, reduced work, modified tests):

Sensory/environmental accommodations (seating, lighting, movement breaks):

Social-emotional support (counselling, social skills group, check-ins):

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Communication accommodations (visual schedules, written instructions):

Related services (speech, OT, PT, behavioural support):

Other requests:

MY QUESTIONS FOR THE TEAM

1.

2.

3.

4.

5.

REFLECTION & INTEGRATION

After the meeting — what was agreed:

Follow-up actions I need to take:

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Next steps if I am not satisfied with the outcome:
