

Back-to-School IEP Review Checklist



A quick guide to reviewing your child's plan, confirming supports, and building a strong start to the school year.

Review the IEP

- ☐ Check that present levels of performance are up-to-date and reflect your child's current abilities.
- ☐ Confirm annual goals are still relevant and measurable.
- ☐ Review accommodations & modifications—highlight any that will be needed right away.
- ☐ Make sure services (minutes & frequency) match what was agreed upon.

Confirm Accommodations

- ☐ Ensure testing accommodations (extended time, quiet setting, etc.) are listed correctly.
- ☐ Double-check classroom supports (e.g., preferential seating, visual aids, assistive technology).
- ☐ Verify transportation arrangements if applicable.
- ☐ Review behavior supports or safety plans if needed.

Communicate with the School Team

- ☐ Send a friendly "Back-to-School" email to the teacher, case manager, and support staff introducing yourself and your child's strengths/needs.
- ☐ Share any summer updates (changes in skills, new diagnoses, medication updates).
- ☐ Request a brief meeting or call to go over accommodations before school starts.
- ☐ Provide copies of outside reports that could help the team.

Organize Your Records

- ☐ Keep a binder or digital folder with the IEP, evaluations, progress reports, and communication logs.
- ☐ Note important dates (annual review, reevaluation, progress report deadlines).
- ☐ Document all communication in writing (emails are best for a paper trail).

Tip: Check in after the first two weeks of school to see how accommodations are being used and if adjustments are needed.