

# IEP Phrasebook for Caregivers

Direct, respectful language you can use during IEP and eligibility meetings. Copy, adapt, and read aloud.

This is not legal advice. It's practical wording to help you ask for clarity, evidence, and services.

## Start Strong (tone & agenda)

- "Thank you for meeting today. My goals are to review the data, set measurable goals, and make sure services are specific."
- "Please add my Parent Concerns to the IEP in the Parent Input section."
- "If we disagree on any items, I will ask for Prior Written Notice."

## Parent Concerns (get them on the record)

- "Please record the following Parent Concerns verbatim in the IEP: [list your items]."
- "Let's ensure these concerns drive goals, accommodations, and services."

## Evaluations & Reevaluations

- "I am requesting a comprehensive evaluation in all areas of suspected disability."
- "Please provide the consent form today and confirm the evaluation timelines."
- "If any area is refused, please provide Prior Written Notice describing the data used to refuse."

## Present Levels (data, not adjectives)

- "Can you show me the current data supporting this present level?"
- "Please replace vague terms like 'doing fine' with objective data and examples."

## Measurable Goals (SMART)

- "This goal needs a clear baseline, a target, and a date. Please revise to: From [baseline] to [target] by [date], measured by [tool/method]."
- "What is the progress monitoring schedule and who collects the data?"

## Services & Therapy Minutes

- "Please specify frequency, duration, provider credential, and setting. For example: Speech, 2x30 minutes/week, individual, provided by SLP in a quiet room."
- "If services are group, what is the maximum group size and how is that appropriate for my child?"
- "Let's schedule service minutes so they do not conflict with core instruction."

## Accommodations & Access (including 504)

- "My child needs [accommodation] to access instruction. Please add it to the accommodations section and specify when and how it will be provided."
- "How will staff be trained to implement this accommodation consistently across classes?"

## Behavior, FBA, and BIP

- "Given the behavior concerns, I am requesting a Functional Behavioral Assessment."
- "Please develop a Behavior Intervention Plan with proactive strategies, skill teaching, and data collection."
- "If restraint or seclusion is referenced, please document the district policy and emphasize prevention-first practices."

## Placement & Least Restrictive Environment (LRE)

- "What supplementary aids and services were considered before removing my child from general education?"
- "How will this placement allow meaningful inclusion with non-disabled peers?"
- "Please document the continuum of options considered and why each was accepted or rejected."

## Extended School Year (ESY)

- "Please consider ESY. What regression/recoupment data are you using in this decision?"
- "If ESY is refused, please provide PWN with the data used to refuse."

## Transportation & Safety

- "I am requesting specialized transportation due to [reason]. Please document pickup/drop-off, aide support, and safety needs."

- "Please clarify the crisis response protocol and communication steps with me if incidents occur."

## Data & Progress Reports

- "What data will be collected for each goal, and how often will I receive progress reports?"
- "Please include objective measures (percent accuracy, rate, duration) instead of general statements."

## If the Team Disagrees (Prior Written Notice)

- "If the team is proposing or refusing something, please provide Prior Written Notice that includes the explanation, data relied on, and alternatives considered."
- "I'd like to reconvene in [timeframe] after we review additional data."

## Close the Meeting

- "Please send the draft IEP, service schedule, and meeting notes to me within [X] school days."
- "If new information changes our understanding, I will request to reconvene."

## Quick Templates (Copy & Personalize)

### Parent Concerns (paste into IEP)

Please include the following Parent Concerns verbatim: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ . These concerns should be addressed by measurable goals, accommodations, and services.

### SMART Goal Skeleton

From [baseline], to [target] by [date], as measured by [tool/method], across [conditions/setting], with [criteria for mastery].

### Service Minute Request

I am requesting [service], [frequency] x [duration] per week, [individual/group size], delivered by [provider credential], in [setting], scheduled to avoid loss of core instruction.

### FBA/BIP Request

Due to ongoing behavior that interferes with learning, I request a Functional Behavioral Assessment and a Behavior Intervention Plan with proactive supports, skill teaching, and data collection.

### PWN Request

If the district proposes or refuses anything discussed, please provide Prior Written Notice identifying the action, explanation, data relied on, and alternatives considered.

### Post-Meeting Follow-up Email

Thank you for today's IEP meeting. My understanding is: [summarize agreements]. Please send the draft IEP, service schedule, and progress monitoring plan. If any item is refused, please provide Prior Written Notice. Thank you.