



Helping parents,  
youth and  
professionals  
navigate the special  
education system.

**WI FACETS**  
WISCONSIN FAMILY ASSISTANCE CENTER  
FOR EDUCATION, TRAINING & SUPPORT  
[WWW.WIFACETS.ORG](http://WWW.WIFACETS.ORG)

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### What We Hope to Cover Today

- How WI FACETS might be able to help you



- Some information on the IEP process
- New Resource: IEP Checklist
- Successful IEP tips and strategies

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### Intro to WI FACETS

- WI FACETS is a statewide non-profit organization that trains and supports **families** of children with disabilities, **young adults** with disabilities, and the **professionals** who support these individuals.
- WI FACETS serves **ALL** disability types, Birth to 26.
- Founded 1995 by a small group of parents who had a strong desire to empower other families to understand their child's disability & the special ed. process.



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## What Makes Us Unique

- Recognize & respect diverse range of options, needs, & dreams of people with disabilities
- Empower people to make choices that best meet the needs of the person with the disability
- Strengthen collaborative partnerships
- Encourage early conflict resolution



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## Let's Talk about IEPs

- Developing an effective and appropriate Individualized Education Program or IEP for a child is essential to that child's success.
- They help create the foundation for a child's future.
- Parents need to get ready early, actively participate and stay connected throughout the year.

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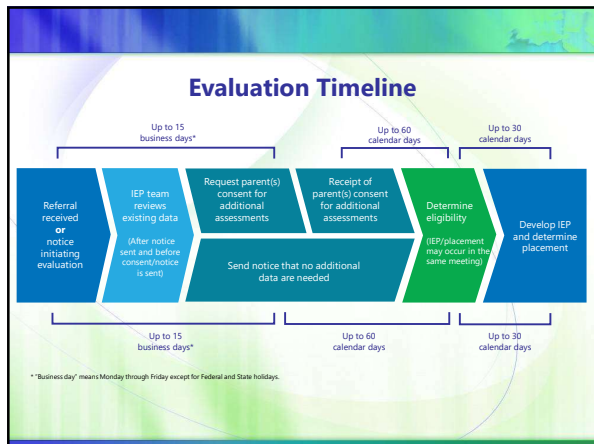
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## IEPs: A Road Map

**An IEP is:**

- A program of special education & related services
- Individualized/student centered
- A legal commitment of resources/services
- A tool to measure the child's progress
- Changeable by the IEP Team

**An IEP is not:**

- A daily lesson plan
- Teacher-centered
- A predetermined program

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## The IEP Checklist

A Guide for Before, During and After the IEP Meeting

Free link:  
[https://wifacets.org/sites/default/files/iep\\_checklist.pdf](https://wifacets.org/sites/default/files/iep_checklist.pdf)

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## Before the IEP: REVIEW

- Make sure to review the IEP invitation – think about:
  - Who is attending – is anyone missing?
  - Does the date/time/location work?
  - Should my student attend?
  - Has any team member ask to be excused from the meeting?

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**Before the IEP: RESPOND**

- Sign & Return the Invitation
- If appropriate, include in writing:
  - A list of who you are bringing
  - A list of concerns or issues
  - Your approval or disapproval of any IEP team member that has asked to be excused



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**Before the IEP: ORGANIZE**

- Get your child's records together.
- In addition to school records (such as report cards, previous IEPs, communication logs, etc.), consider any outside documentation that might be helpful such as doctors' reports, tutor reports, outside evaluation reports, etc.
- Consider keeping a Parent Record Folder so you can easily store and access this information for each IEP meeting.



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**Before the IEP: PREPARE**

- As you prepare for the IEP meeting, consider the following:
  - What has my child accomplished?
  - What has worked well?
  - What needs more work?
  - What are my questions/concerns? (Prioritize these)
  - Talk to your child's teachers – what are they noticing?
  - If you are bringing someone with to the meeting, connect about their role.



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**During the IEP: PARTICIPATE**

- Remember to bring your notes.
- Request introductions if needed.
- Find out who is serving as the Local Education Agency representative (LEA)
- Share your thoughts
- If something is not clear or you need it repeated – don't be afraid to ask.
- Ask for a break if you need one.



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**During the IEP: PARTICIPATE**

- Before the meeting ends:**
  - Make sure you understand what has been put in the IEP
  - Ask who is responsible for each part of the IEP
  - If you disagree with anything, ask that your concern be included in writing
  - Make sure to get a copy of the IEP
  - If you didn't finish – make sure to schedule another meeting – soon!



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**After the IEP: FOLLOW UP**

- Review the IEP with your child if appropriate – discuss expectations.
- Share a copy of the IEP with anyone who works with your child outside school.
- Review the IEP frequently.
- Double check to make sure all of your child’s teachers and support staff know that the IEP has been update.



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**REMEMBER!**

- You are the expert on your child!
- Parents are equal members of the IEP Team.
- Review the IEP frequently
- If you feel changes are needed to the IEP, request another IEP meeting.
- Contact WI FACETS if you have questions
  - 877-374-4645 or [www.wifacets.org](http://www.wifacets.org)



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**In Summary: Successful Tips & Strategies**

- \* Prioritize your child’s needs
- \* Write everything down
- \* Prepare in advance
- \* Make it personal (Keep it focused on your child)
- \* Invite people to support you if necessary
- \* Have an open mind
- \* Schedule a follow-up if necessary

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**In Summary: Successful Tips & Strategies con't**

- \* Communicate clearly and check understanding
- \* Say thanks (a little sugar goes a long way!)
- \* Keep accurate records and be able to access when needed!

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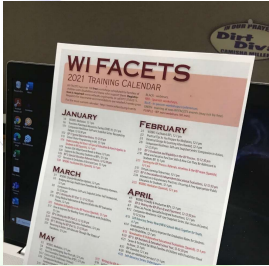
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**WI FACETS - Workshops & Trainings**



- Annual Workshop Calendar
- View & Register for trainings at: [www.wifacets.org/events](http://www.wifacets.org/events)
- Everything from the basics to more advanced content (Speakers include many DPI presenters & other external experts)

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**Contact Us**

- Matthew Zellmer- [mzellmer@wifacets.org](mailto:mzellmer@wifacets.org)
- Bonnie Vander Meulen- [bvandermeulen@wifacets.org](mailto:bvandermeulen@wifacets.org)

WI FACETS Help Desk- 8:30-4:30, M-F  
877-374-0511

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