



# IEP Meeting Script + Guide

*Your calm, confident roadmap for every IEP meeting.*

## Before the Meeting: Start grounded and prepared.

**Opening Script (to yourself):** "I know this student well, I have the data to support recommendations, and we're all here to help this child succeed."

- ✓ Review the student's most recent data (progress reports, classroom performance, assessments).
- ✓ Update the IEP draft and confirm all service providers' input.
- ✓ Print the IEP at-a-glance sheet or have your Spindle IEP Dashboard open.
- ✓ Email the agenda and expected length of meeting to the parent(s).

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## 1. Welcome and Introductions: Set a warm, collaborative tone.

*"Hi everyone, thank you for joining us today for **[Student's Name]**'s IEP meeting. I really appreciate everyone making time to come together to support **[Student]**."*

*"Let's start by introducing ourselves and our roles for today's meeting."*

### TALKING POINTS

- ✓ Teacher name and role:
- ✓ Attendees (role/relationship):
- ✓ Quick connection point with parent ("We love seeing how [Student] lights up in science!"):

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## 2. Purpose and Agenda: Clarify what the meeting will cover.

*"Today's meeting is to review **[Student]**'s progress and discuss updates to the Individualized Education Program – or IEP – to ensure it reflects current needs, strengths, and supports. We'll walk through present levels, goals, services, and accommodations, and make sure everyone has a chance to ask questions or share input."*

### TALKING POINTS

- ✓ Annual review / Initial / Amendment?
- ✓ Agenda items (check all that apply):
  - Present levels update
  - Progress data review
  - New goal recommendations
  - Services/accommodations review
  - Parent/student concerns
  - Next steps

### 3. Strengths & Present Levels: Lead with strengths before challenges.

“Let’s start with **[Student]**’s strengths and what’s going well. **[Student]** has shown great progress in...**[specific example]**. We’ve also noticed **[specific strength or interest]** which we’re continuing to build on in the classroom.”

#### TALKING POINTS

- ✓ Academic strengths:
- ✓ Social/emotional strengths:
- ✓ Interests or motivators:
- ✓ Areas of improvement / baseline data summary:
- ✓ Behavior or sensory observations:

### 4. Goals & Progress Review: Use data to drive conversation, not emotion.

“Here’s where we are with **[Student]**’s current IEP goals. We’re seeing progress in **[goal area]**, where **[he/she/they]** have gone from **[baseline]** to **[current performance]**. We’re recommending continuing this goal / introducing a new one that focuses on **[skill or area]**.”

#### TALKING POINTS

GOAL AREA	BASELINE	CURRENT	STATUS	NEXT STEPS
Reading				
Math				
Behavior / SEL				
Communication				
Functional / Life Skills				



## 5. Accommodations & Supports: Connect supports to data, not guesswork.

"Based on **[Student]**'s needs, we'll continue these supports: **[list]**. We're adding **[new support]** because we've noticed **[specific data trend or classroom impact]**. These accommodations help **[Student]** access grade-level instruction more independently."

### TALKING POINTS

- ✓ Environmental supports:
- ✓ Material supports:
- ✓ Instructional supports:
- ✓ Behavior supports:
- ✓ Assistive tech or modifications:

## 6. Related Services & Collaboration: Align services and responsibilities.

"Let's review service minutes and collaboration plans. **[Service provider]** will continue working with **[Student]** for **[X minutes/frequency]**. We'll coordinate weekly to share data and adjust supports as needed."

### TALKING POINTS

SERVICE	PROVIDER	FREQUENCY	NOTES
Speech			
OT/PT			
Counseling			
Specialized Academic Instruction			

## 7. Parent & Student Input: Empower families and validate expertise.

"We value your input most – you know **[Student]** best. What changes or observations have you seen at home or outside of school? Are there goals or skills you'd like us to focus on this year?"

### TALKING POINTS

- ✓ Parent priorities / concerns:
- ✓ Student's voice (if present):
- ✓ Questions to address:

## 8. Finalize Decisions & Next Steps: Clarify outcomes & prevent confusion.

*"Here's a quick summary of our decisions today: **[summarize updates]**. We'll finalize the IEP and send a copy for your review within **[timeline]**. Thank you again for your collaboration. **[Student]** has such a great team behind them."*

### TALKING POINTS

- ✓ Key decisions / updates:
- ✓ Follow-up actions:
- ✓ Next meeting date or review period:

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### BONUS: Spindle Confidence Boost

- ✓ *"I am the expert in this child's learning data."*
- ✓ *"I am leading with empathy and clarity."*
- ✓ *"I don't need to know everything – I just need to stay student-centered."*

Spindle understands that IEP meetings can feel like juggling data, emotions, and legal language all at once. This script keeps you grounded, confident, and ready – because you're not a magician...you're a professional building bridges for students every day.