

IEP MEETING PREP TEMPLATE FOR MAMAS



**A printable, fill-in-friendly guide to help
you walk into your IEP meeting calm,
prepared, and confident.**

by Vanessa Moyers

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How to Use This Template

Print this packet or duplicate it digitally. Fill it out before your IEP meeting. Bring it with you, along with copies for your own records. This is not legal advice. This is practical, mama-tested preparation.

Section 1: Your Child at a Glance

(Ground yourself in who your child is before the paperwork takes over.)

Child's Name: _____

Grade / School / Teacher(s): _____

Strengths (academics, interests, personality):

-
-
-
-
-
-

What lights my child up:

-
-

What shuts my child down:

-
-

Section 2: Why This IEP Meeting Is Happening

(Name the purpose so the meeting doesn't drift.)

- ☐ Annual review
- ☐ Initial IEP
- ☐ Re-evaluation
- ☐ Amendments / updates
- ☐ Concerns raised by school
- ☐ Concerns raised by mama

In my own words, this meeting is about:

Section 3: What's Working (Protect This)

(Start from strengths. Always.)

Supports/accommodations currently helping my child:

-
-
-
-

Services that MUST stay in place:

-
-

Section 4: What's Not Working (Be Specific)

(Vague concerns get vague responses. Details matter.)

Areas of struggle:

- Academics:

- Behavior/emotional regulation:

- Sensory needs:

- Social skills:

Real-life examples (dates, patterns, impact):

Section 5: My Top Priorities for This Meeting

(You don't need to fight every battle today.)

If only ONE thing improves after this meeting, it is:

Top 3 priorities:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Section 6: Supports, Accommodations & Services to Discuss

(You are allowed to ask. The answer might be no—but asking matters.)

Possible accommodations to explore:

- Extended time
- Reduced workload
- Movement breaks
- Sensory tools
- Visual schedules
- Preferential seating
- Modified assignments
- Assistive technology

Other ideas or requests:

Section 7: Data, Reports & Documents I'm Bringing *(Receipts, not apologies.)*

- ☐ Previous IEPs
- ☐ Progress reports
- ☐ Evaluations / assessments
- ☐ Medical or therapy notes
- ☐ Work samples
- ☐ Behavior logs

Notes about these documents:

Section 8: Who Is Coming With Me (Support Matters) *(You don't have to do this alone.)*

- ☐ Partner / spouse
- ☐ Trusted family member
- ☐ Friend
- ☐ Advocate
- ☐ Therapist or provider

Why I chose this person:

Section 9: Questions I Want Answered

(Write them down so nerves don't steal them.)

- 1.
- 2.
- 3.
- 4.

Section 10: Notes During the Meeting

(Use this space freely.)

Section 11: Action Items & Next Steps

(Clarity beats assumptions.)

What the school agreed to:

Follow-up tasks (who + by when):

- Task: _____ | Who: _____ | Date: _____
- Task: _____ | Who: _____ | Date: _____

Section 12: Mama Grounding & Pep Talk

(Read this before you walk in.)

- I know my child better than anyone in this room.
- I am allowed to ask questions.
- I am allowed to pause, request clarification, or ask for time.
- I do not need to prove my worth or my love.
- Calm is power. Preparation is armor.

Reminder to myself:

Final Note

This meeting is one moment in a long journey. You are not expected to be perfect. You are expected to be present, prepared, and willing to speak.

You've got this.

From gaslit to badass. From overwhelmed to ready. Mama, you belong in that room.

Meet Vanessa — an unfiltered empowerment coach for gaslit ND mamas raising outside-the-box kids. Around here, we ditch the guilt, drop the apologies, and build the confidence you need to advocate like a badass and raise your legend with zero fear.



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You've got **this**, Mama!! I've got **you!**

XO Vanessa XO

