



EDUCATION COUNSELING

INDIVIDUALIZED EDUCATION PLAN IEP READINESS

If your child does not yet have a IEP, this checklist is to help you prepare.

1 OBSERVE & REFLECT

- Notice if your child is struggling academically, socially, behaviorally, or emotionally.
- Keep notes of any consistent challenges (e.g., reading delays, difficulty focusing, tantrums at school).
- Talk with your child's teacher about what they observe and how your child is doing in class.

2 GATHER INFORMATION

- Collect report cards, test scores, teacher notes, or behavior incident reports.
- Ask if your child has been part of RTI (Response to Intervention) or other support programs.
- Keep a folder of any evaluations (private or school-based), medical records, or therapist reports.

3 REQUEST AN EVALUATION

- If concerns persist, write a formal letter requesting a special education evaluation from the school district.
- Submit the letter to the school principal or special education coordinator – in writing and with a date.
- The school must respond within 10 school days to get parents' consent and then has 30 school days to complete evaluations and provide results/reports to parents.

4 KNOW YOUR RIGHTS

- Read up on your rights under the IDEA (Individuals with Disabilities Education Act) and how your child may be eligible for a Free Appropriate Public Education (FAPE).
- You have the right to participate in all decisions, receive reports, and request meetings.
- Your child may be entitled to receive special education until age 26 in Michigan.

5 PREPARE FOR THE EVALUATION

- Share your concerns clearly and respectfully with the evaluation team.
- Ask what assessments will be used and what areas they will look at (academic, behavioral, speech, etc.).
- Ensure the evaluation covers all suspected areas of need.

6 AFTER THE EVALUATION

- Review the evaluation results with the school.
- If your child qualifies for an IEP, you'll be invited to an IEP meeting to create a plan.
- If your child does not qualify, ask about a 504 Plan or other classroom supports that may help.
- If you disagree with results, consider getting an outside evaluation at private expense or school district expense for a second opinion.

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