

Maximize Your Involvement in the Individualized Education Program (IEP) Process

1

Parent Report

For students in Grades K–12, complete MCPS Form 336-39, *Parent Report*, which is included in your invitation letter to provide the team with input. Form 336-39 is located on the MCPS website at www.montgomeryschoolsmd.org; search for Parent Report 336-39. For prekindergarten students, complete the *Strengths and Needs Summary* included in your invitation letter. Return the completed form before the meeting to the case manager by e-mail or to your child's school.

2

Draft Documents

You will receive draft IEP documents five days prior to the IEP meeting. Review these documents prior to the meeting and write out any questions or concerns that you would like to share in the meeting. You may opt not to receive these documents in advance.

3

Present Levels of Academic Achievement and Functional Performance (PLAAFP)

A variety of data sources should be included in the PLAAFP about your child's strengths and needs. You may ask that additional academic or behavioral data be added to the PLAAFP, as needed.

4

Instructional and Assessment Accessibility Features and Accommodations, Supplementary Aids, Services, Program Modifications and Supports

Ask questions of the IEP team to gain an understanding of key components of the IEP. These include—

- Accessibility features
- Accommodations
- Supplementary aids and services
- Program modifications and supports

Ask the team to describe these features/accommodations/aids and services/modifications and the reasons why they are appropriate for use with your child.

5

Objectives

As you read the goals and objectives section, write down any questions you have. Be sure to ask these questions, and any other questions you think of during the meeting.