



Bloom ABA

IEP TEMPLATE

School Meeting Prep Pack

Questions to ask, rights to know, and a follow-up letter template for IEP reviews.

Before the meeting

- ☐ Request the current IEP and any recent assessment reports at least a week ahead
- ☐ Write down 3 specific things that are working well at home or in therapy
- ☐ Write down 3 specific concerns, with examples — not just "they're struggling"
- ☐ Decide who else should attend (partner, therapist, advocate)
- ☐ Bring your drafted goals if you have them (see our IEP Goal-Writing Workbook)

Questions to ask

- What specific accommodations are currently in place, and who is responsible for each one?
- How is progress on each goal actually being measured, and how often will I see that data?
- What happens if my child isn't meeting a goal — is there a plan to adjust it?
- Who is my main point of contact between meetings?
- What supports exist for transitions — recess, assemblies, substitute teacher days?

Know your rights in Ontario

The Education Act requires school boards to provide special education programs and services for students who need them, and parents are a required part of that process — not an optional guest. Under Ontario's IEP process, you have the right to:

- Request a draft copy of the IEP before the meeting, so you can review it at home rather than reading it cold in the room
- Be consulted when the IEP is first written and every time it is reviewed or updated
- Expect the IEP reviewed at least once every reporting period, with the right to request changes at any time
- Bring an advocate or support person to any meeting
- Decline to sign the consultation page if you disagree — though the school may still implement the plan
- Escalate in writing if you disagree: put concerns in an email, request an IPRC meeting (which has a formal appeal process), or contact the school Superintendent

TIMELINE

Once a child's identification and placement are confirmed, the school principal has 30 school days to develop the IEP and send you a written copy.

TIP

If a meeting feels rushed or you leave with unanswered questions, it is completely reasonable to request a short follow-up call rather than waiting for the next scheduled review. Special education policy can change — always confirm current rules with your school board or at ontario.ca/page/special-education-laws-and-policies.

Follow-up letter template

Sending a short written summary after the meeting creates a paper trail and confirms everyone understood the same outcomes. Adapt this template:

TEMPLATE

Dear [Teacher/Resource Teacher name], Thank you for meeting with us on [date] to discuss [child's name]'s IEP. As we discussed, the team agreed to: [1-3 concrete outcomes]. We understand [name] will follow up on [item] by [date]. Please let us know if this summary doesn't match your understanding. Thank you, [Your name]

Speak with our educator about your child's situation — free 20-minute call, no commitment, at bloomaba.ca/contact.