



Student-Directed IEP Meeting Script

The following script can help students know what to say during their IEP meetings. Have students fill in the blanks and then practice so that they feel confident with the content by the time they reach their IEP meeting. Some students may only be able to lead one or two portions, and that is okay. Just make sure to empower your students to lead as much as they can and feel comfortable sharing. With practice, students can often share more than we think they can.

Welcome & State the Purpose of the Meeting

- “Hi, my name is _____. Welcome to my IEP meeting. The purpose of this meeting is to review my progress on last year’s goals and work together to make sure my IEP is helping me move toward my post-school goals.”

Introduce Everyone

- “This is _____ my _____. I invited him/her/them because _____.”
- “Please introduce yourself and how you know me.”

Review Past Goals & Performance

- “One of my goals last year was _____.”
- “I worked toward this goal by _____.”
- *Share a story here about how hard you worked during the year and what you learned along the way.*

Ask for Others’ Feedback

- “What do you think are my strengths at home, in the community, and at school?”
- “Do you think the goals I have set are achievable this year, or should we set additional milestones?”
- “What supports do you think I will need to reach my goals?”
- *Ask any of these questions to your IEP team for their input and feedback.*

State Your School and Transition Goals for the Next Year

- “My goals for myself this year are _____.”
- “When I think about my life after high school, I hope I am _____.”
- “One day, I want to _____.”
- *Tell your team about your short-term and long-term goals. This will help them get to know you and make sure that your IEP is reflecting your interests, preferences, strengths, and needs.*



Ask Questions If You Do Not Understand

- “Excuse me, I don’t understand. Could you please explain that to me?”
- “I’m sorry, I didn’t get that. Could someone please help me out?”

Deal with Differences of Opinion

- “I think we have a disagreement. I think _____ because _____. Please explain what you think and the reason why.”
- “Okay, let’s see what ideas we can all agree with.”

State the Support You Will Need

- “In the past, I have needed _____.”
- “It did or didn’t help because _____.”
- “This year, I need _____.”
- “I think it will help me because _____.”

Summarize Your Goals for the Upcoming Year

- “My goals for the next year are _____.”
- “The steps I will personally take to meet these goals are _____.”
- “What will each of you do in the next year to help me meet my goals?”
- “I would like to receive feedback over the next year by _____.”

Close Meeting by Thanking Everyone

- “Thank you all for investing your time in helping me to meet my goals.”
- “Thank you for taking the time to attend my IEP meeting.”

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