IEP Data Preparation Checklist

Ensure your behavior data is IEP-meeting ready

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2 Weeks Before the Meeting

- [ ] Review all behavior goals from current IEP
- [ ] Compile data for each goal (minimum 8-10 data points per goal)
- [ ] Calculate progress percentages and trends
- [ ] Graph data visually for presentation
- [ ] Identify any data gaps that need addressing
- [ ] Note environmental or schedule changes affecting data

1 Week Before the Meeting

- [ ] Summarize key findings in parent-friendly language
- [ ] Prepare comparison: baseline vs. current performance
- [ ] Draft proposed goal modifications if needed
- [ ] Gather anecdotal notes to supplement data
- [ ] Coordinate with related service providers
- [ ] Review intervention fidelity data

Data Quality Check

- [ ] Data is recent (within last 4-6 weeks)
- [ ] Data was collected consistently across time
- [ ] Multiple data sources support conclusions
- [ ] Data includes both target and replacement behaviors
- [ ] Measurement methods are clearly documented
- [ ] Inter-observer agreement was checked (if applicable)

Visual Presentation Checklist

- [ ] Graphs show clear baseline and intervention phases
- [ ] Goal line is visible on all progress graphs
- [ ] Data points are clearly labeled
- [ ] Trend lines indicate direction of progress
- [ ] Charts avoid jargon and are parent-accessible

Common IEP Data Mistakes to Avoid

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Important

- Presenting only positive data
- Using inconsistent measurement across time
- Lacking baseline comparison
- Missing recent data points
- Overrelying on subjective observations

Pro Tip

Prepare a 2-3 sentence summary of each goal's progress that any team member can understand without specialized training.

Meeting Preparation Notes

IEP-Ready Reports in Seconds

Classroom Pulse generates professional IEP progress reports with graphs, summaries, and trend analysis automatically.

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