# Know Your IEP: Annotation Guide

Read your own IEP with an adult you trust. Mark it up with the key below, then explain it in your own words.

**Name** _____ · **Date** _____

## Before you start

You will need a copy of your IEP (ask your case manager or teacher for one), a pen, and yellow, green and pink highlighters. Read it with an adult you trust, so you can ask questions as you go.

**Annotate:** When you annotate something, you interact with the text by marking it up and adding notes to it.

## The color key: mark up your IEP

Y — **Step 1:** Read your IEP. Highlight your disability/disabilities with a **yellow** highlighter.

G — **Step 2:** Highlight your strengths with a **green** highlighter.

P — **Step 3:** Highlight your present level of academic performance with a **pink** highlighter.

**Make your key:** swipe each highlighter across its box. **No highlighters or color printer?** Write Y, G or P in the margin instead.

☆ — **Step 4:** Put a star next to your goals.

abc — **Step 5:** Underline your accommodations, modifications, and services.

plan — **Step 6:** Draw a box around your transition plan.

word — **Step 7:** Circle any words you don't know or understand.

## After you annotate: say it in your own words

My strengths are _____

One of my goals is _____

My accommodations include _____

My transition plan says I want to _____

Words I want someone to explain: _____

## Private self-check: just for you

| | | |
|---|---|---|
| Do you know what your disability is? | ☐ Yes | ☐ No |
| Do you know what your annual IEP goals are? | ☐ Yes | ☐ No |
| Do your goals reflect your plans for the future? | ☐ Yes | ☐ No |
| Do you attend your annual IEP review meetings? | ☐ Yes | ☐ No |

## My next IEP meeting

**When is your next annual review?** _____

How will you prepare for this meeting?

_____

_____

**Your IEP is private.** Keep it in a safe place and don't share it with classmates. You choose what to tell classmates and friends about your disability. Staff who work with you can see your IEP, and the school must keep it private.



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