

School

Other Documents That I Could Add to This Section:
☐ IEP/ 504 or BIP
Report Cards and Progress Reports
School Handbook: (look for policies on discipline; behavior; bullying; restorative practices etc.)
School Calendar
Release of Information Forms



School Info My Child's Name _____

Name of School/Program	
Name of School District	
School Principal	
Assistant Principal	
Grade	
Home Room Teacher	
(if this applies)	

Other School Services (e.g. occupational therapist (OT), physical therapist (PT), remedial reading, speech, social worker, school nurse, etc.)

Service	Name of School Staff or School-Based Staff

School History

Years	Name of School/Program	ol/Program Reason for Leaving		



Child Name			
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Date	Meeting Purpose	Who was at the Meeting?	Results/Notes
10/25/2020	IEP Meeting	Principal, Teacher, School Nurse, Mom, Child, Math Teacher, Social Worker	



Child Name								

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At the Meeting

Arrive Early and Be Prepared

Arrive at least 15 minutes before your meeting starts. Bring your IEP worksheets and your child's Care Binder. If possible, ask the school to make copies of your IEP worksheets BEFORE the meeting so that everyone on the team has a chance to look at them. Try to limit your concerns/worries to no more than 4 things.

Stay Calm

IEP meetings can be stressful and emotional. Practice some of your "calm parenting" tricks.

- Cooperate
- Be respectful
- Stay positive

Take Notes

You will need detailed notes of your meeting. Ask if you can tape record the meeting or bring someone with you who can take notes.

Ask for Introductions

Ask everyone at the table to introduce themselves and how they know your child. Make sure you put this info in your notes.

Use Your IEP Worksheets

If you haven't shared your IEP worksheets before the meeting, do so now. Use your worksheets to stay on track and to remember everything that you want to talk about.

Finalize the IEP

Make sure your child's IEP says what you want it to say before you sign it. You don't have to sign it at this meeting. If you want to review it at home or with a family advocate, ask to have some time before you sign it. If you need a family advocate to follow up with the school, remember to sign any necessary releases of information.

Special Needs/ Mental Health: Include each date of diagnosis or assessment.		
What I would like you to know about my child: Short description of your child's likes, dislikes, personality, favorite toys and activities, new interests, relationships with family members, connections in the community etc. Also share any changes at home (divorce etc.)		
These are some areas of strength for my child: Does the IEP team agree or disagree with your list? If		
you have a hard time with this, ask the IEP team to offer their suggestions.		
These are some things that worry me. Examples of concerns- "I am worried because Joe can't" OR "I want Tanisha to be able to"		
1.		
2.		
3.		
4.		

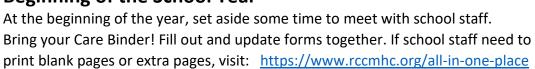
One concern/worry	
that I have	
The avidence Herry	
The evidence. How I	
know there is a	
problem	
What stuff might be	
happening that is	
causing the problem	
or making it worse	
Kinds of tests or	
assessments that	
might be needed	
A goal and objective	
for my child. Ex. I	
want Tanisha to	
Joe will be able to	
Based on my	
understanding of	
my child's disability,	
these are services or	
supports that I think	
could help.	
Agreements	
reached with IEP	
team	
Who is going to do	
what before our	
next meeting?	

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Beginning of the School Year





Fill in or update School Contact form				
Sign Release of Information Forms so that the school can talk to hospital/providers etc. Don't forget to sign a Release of Information for the Children's Crisis Response Team if you want them to come to the school in a crisis or provide stabilization services after a crisis.				
Review medical forms- especially the Emergency a copy and provide to EMS.	Information Form (EIF). Ask School to keep			
Discuss your child's Crisis Plan. Ask the school to keep a copy.				
Discuss the Crisis Communication form. Ask the school to keep a blank copy and fill it out in a crisis. On the day of the crisis, the school should give the completed form to EMS or to you to carry to the ER.				
Recent Family Changes and Stress	PACER provides individual assistance, workshops, publications, and other			
☐ Triggers and Warning Signs☐ Coping	resources to help families make decisions about education and other services for their child or young adult with disabilities.			
During the year, you may also want to discuss:	952.838.9000			
Child/Teen Strengths	Email: https://www.pacer.org/forms/			
IEP Worksheets	Website: https://www.pacer.org/			