



* Let the school know if a proposed day and time for the meeting does not work for you.
* Request that assessment information be given to you at least one week before the scheduled meeting.
* Make a list of questions/concerns. If possible, share with the team before the meeting.
* Invite a support person to attend the meeting with you.
* Keep copies of all evaluations.
* Keep copies of all triennial evaluations and IEPs.
* Communicate assertively, rather than passively or aggressively.
* Ask questions and ask for clarification if you do not understand something.
* You have important knowledge regarding your child and you are a member of the IEP team - build a partnership with the school.
* Keep notes of concern and accomplishments and share with the team.
* Listen
* Know that there is not one “right” way.
* Compromise, when appropriate.
* Maintain regular contact with the school.
* Give positive feedback.