

TIPS ON PREPARING FOR SCHOOL MEETINGS

- ❖ Confirm with the school who will be attending the meeting
- ❖ Review and gather information you would like to address during the meeting (feedback from school staff, doctor's assessments, report cards, IEP)
- ❖ Prepare an agenda to have during the meeting with questions and topics you would like to discuss
- ❖ Keep documents & information organized
- ❖ Review your school boards Special Education Plan which is available on line through school board websites
- ❖ You may ask someone to attend with you

TIPS FOR ATTENDING SCHOOL MEETINGS

- ❖ Bring someone with you (family member, friend, service provider)
- ❖ Take notes throughout the meeting or ask for a copy of meeting minutes
- ❖ Ask questions and seek clarity when needed
- ❖ Maintain perspective & break if emotions build
- ❖ You may take documents home to read before signing

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This information was researched by staff of RFECY and is adapted from:
<http://www.edu.gov.on.ca/eng/parents/speced.html>

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