

Preparation for a PPT - What to do first?

Up to 1 year ahead:

- Q Review the IEP after the PPT for accuracy and to prepare for next year
- Q Take workshops in the law and how to enforce your rights
- Q Collect work samples through the year (best and worst)
- Q Write down concerns as they come up and discuss with teachers. Write them down along with discussion results and date
- Q Save all communication from staff: notes, phone calls (make notes during call including date!), 'communication log' if you have one, etc.
- Q Keep papers in a file and be organized
- Q Review with teachers through the year so there are no 'surprises'
- Q Arrange for any needed independent psychological or medical evaluations

Up to 2 months before the meeting:

- Q Get a copy of the proposed goals and assessments ahead of time (start about 2 months ahead by requesting in writing so that when they do the assessment, they are already on notice that you expect a copy). Call and remind them 2 weeks before the PPT that you are expecting copies of assessments and proposed goals
- Q Have someone observe your child in class (ask permission first)
- Q Write an agenda if you are calling the meeting or if you wish to address any new business. Mail it to the school with a letter requesting that time be devoted to addressing these issues 2-3 weeks ahead if possible. This allows them to plan enough meeting time and to be sure that appropriate people are invited (such as someone authorized for making 'money' decisions)
- Q Review the file and data collected last year and this year (for comparison)
- Q Get back-up or investigate related laws if necessary
- Q Make a list of 'what worked' and 'what didn't' this year

One week before the meeting:

- Q Get copies of articles and back-up (highlight relevant parts) and make copies for team
- Q Review the IEP the week before and make notes of questions/concerns with the current IEP
- Q Notify the school ahead of time if you intend to tape record
- Q Ask the child for his/her input
- Q Prepare the child as to expectations/format of meeting if they are to attend (after age 14 they will automatically be invited. Notify the school if you do not wish your child to attend)

Q Look at the invitation to see: purpose of the meeting and who is invited. Let them know of any changes you wish to have (i.e. more time, additional people invited, new business to address)

Talk to staff informally before the meeting