



# Meeting Preparations

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- Call the school to confirm the meeting time approximately one hour before schedule meeting.
- Bring all pertinent documents/records including IEPs, and recent medical information.
- Write down your child's strengths and weaknesses.
- Write down questions that you would like answered
- Inform the school as to whom you will bring to the meeting.
- Ask for copies of reports no more than 2 days prior to the meeting date. A review of the reports may assist you in preparing your questions.
- Ask for an agenda at the meeting.
- Upon arrival, report to the main office, unless instructed otherwise.

## Tips

- Do not be afraid to disagree.
- If you do not understand, ask questions until you have clarity.
- Be on time. Teachers often schedule more than one meeting each day.
- Actively participate. Do not just sit and listen.
- Ask for paper and pencil to take notes.