

- Compile and keep your records
  - Document observations and interactions
  - Make requests and work out problems through letter writing
    - Tip: send with proof of delivery to document date received.
  - Expect and request district responses in writing, including any prior written notice of refusal or dismissal of services
  - Expect Timelines to be met.
    - TIP: Send with proof of delivery to document date received.
  - Document conversations and calls:
    - Date. Time. Who/title. Contact info.
    - Note what was discussed and what is understood
    - What is expected result? Follow up in writing.
  - Request any and all records (FERPA protects your right to do so).
  - Review Goals and Objectives: Are they S.M.A.R.T.?
  - Meet with key people.
  - Prepare IEP Parent Concerns with Recommendations and/or Offer, and your suggestions
  - Request IEP Meeting or Facilitated IEP
  - Request Prior Written Notice, as needed
  - Request further assessment or IEE if appropriate:
    - Is there conflicting information?
    - Does the team need clarity? Additional info?
- For Behavioral/Discipline concerns:
- Document every removal from class or school
  - Request documentation when asked to remove your child from campus