



In advance of your meeting, send the team a letter

This helps set expectations, ensures you have the right people and the right information at the meeting for effective decision making, and lets them know you are informed and prepared.

Things to include:

- ✓ Who will attend the meeting with you
- ✓ Any accommodations you personally may need to participate in the meeting
- ✓ Request for draft documents in advance of the meeting
- ✓ Key issues you want to address
- ✓ Let them know you plan to record the meeting
- ✓ Attach your parent concerns statement



Who will attend the meeting with you

Will you be bringing an advocate or attorney? Private service providers or members of a disability organization? Maybe you are bringing a family member or friend for support. You have the right to bring anyone you would like to the meeting, but it's important to let the team know in advance.

Any accommodations you need

For example, if English is not your first language, you may need an interpreter or translated documents. If you have a disability of your own and require accommodations for access, let the team know. Maybe you have a temporary disability that limits your mobility and you require a room that can be accessed by ramp or elevator. If you need accommodations to participate, ask in advance.

Request draft documents

To be a meaningful participant in the IEP process, having copies of any documents that will be discussed at the meeting in advance is key. While there is no requirement for the team to provide these to you, always request them. If they are not receptive to your request, ask for a PWN.

Key issues you want to address

Keep this list very focused. Adding a long list of every detailed issue or concern will be overwhelming and they are unlikely to read each point. But including your two or three major issues in advance helps the team come to the table prepared with what is needed for productive discussion and decision making.

Let them know you plan to record

Recording helps preserve the record, but more importantly, it allows you to be fully engaged and involved in the meeting conversation without being concerned with taking notes. There are apps designed to record and transcribe. You can also use your phone, or a dedicated recording device. Whatever you choose, keep it simple. In Nevada we are a “one-party” state as it applies to recording. If you are an active participant in the discussion, you do not need permission from the other parties to record. However, make sure they are aware and let them know in advance. Recording regulations differ by state, so always check your local regulations before recording a conversation.

Attach your parent concerns statement

There is a dedicated section in every IEP specifically for parent concerns. Creating a written statement in advance lets you include a thoughtful, comprehensive recap of your concerns. This is your opportunity to preserve your perspective in the IEP so be sure to ask that the full statement be included word for word – do not let them paraphrase your carefully crafted statement.