



Preparation
leads to
confidence!



PREPARING FOR SCHOOL MEETINGS

Be prepared. Be informed. Be your child's best advocate.

A little preparation can help you have productive conversations and get the support your child needs.



5 STEPS TO PREPARE

1



SET YOUR GOALS

- What are you hoping to discuss?
- What do you want to learn?
- What outcomes would be most helpful for your child?

EXAMPLES:

- Understand progress
- Review accommodations
- Discuss challenges
- Plan next steps

2



GATHER INFORMATION

- Collect report cards, test results, and notes.
- Write down specific examples of strengths and challenges.
- Track patterns (e.g., frustration with reading, homework struggles).

HELPFUL SOURCES:

- ✓ Teacher emails/notes
- ✓ Assessment results
- ✓ Work samples
- ✓ Notes from home
- ✓ Previous meeting notes

3



PREPARE YOUR QUESTIONS

- Write down your questions in advance.
- Focus on solutions and supports.
- Be open to suggestions from the school team.

TIP:

Bring this list so you don't forget anything important!

4



INVITE THE RIGHT PEOPLE

- Ensure the right team members are at the meeting.
- You may request additional staff if needed.

MAY INCLUDE:

- Classroom teacher
- Special education teacher
- School counselor
- Reading specialist
- Administrator

5



PLAN TO TAKE NOTES & FOLLOW UP

- Take notes during the meeting.
- Ask for copies of important documents (with dates).
- Review action steps and next steps before you leave.

AFTER THE MEETING:

- ✓ Review your notes
- ✓ Follow up on action items
- ✓ Send a thank-you email if helpful



WHAT TO BRING



Notebook and pen



List of questions



Your child's records



Work samples



Previous meeting notes or plans



Positive mindset and advocate heart



KEEP IN MIND



You and the school have the same goal: your child's success.



Listen, share, and collaborate.



It's okay to ask for clarification or additional support.



Remember:

You are a valued member of your child's educational team.
Your voice matters. Your advocacy makes a difference.

