



How do I prepare for a team meeting?*

- If this team meeting serves as the *eligibility meeting* (initial team meeting that takes place after an evaluation), make sure to obtain a copy of the summary of the evaluation results **prior** to the meeting. This summary should be available at least 2 days before the eligibility meeting but you should inform the special education office that you are requesting the summary in advance. Additionally, the school is required to present the information in a way that is accessible to you, the *education decision maker* (EDM). If you need the document to be translated, please ask the special education office in advance.
 - Review the summary of evaluations and jot down any questions you may have
- Write down your list of questions and concerns about your child's education, and bring this list to the meeting
- Collect other documents that help shed light on the child's disability (e.g. medical evaluations, child's school work) and bring to the meeting
- Take a look at this [checklist](#) of what to bring to a team meeting

What should I expect to accomplish in a team meeting?

- Know that you are entitled to a professional interpreter if needed. Let the special education office know in advance if an interpreter is needed.
- A lot of information can be discussed during team meetings. You have a right to bring a peer or advocate with you. Although you are not required to, it is courteous to tell the school that you are bringing a peer to the meeting. You can also ask the school if it is okay to voice record the meeting.
- There usually are many people present at the team meeting. Get to know the people sitting around the table and understand the role they play in your child's education and overall well being.
- Voice your questions and concerns. You spend the most time with your child. You know what he/she needs. Don't be afraid of redirecting the conversation so that your child and his/her needs are at the forefront.
- Actively listen to the different members of the team and ask for clarification if needed.

*this information references IEP team meetings, but these principles can also apply to a 504 meeting



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- Below are some questions to consider when thinking about what should be answered after a team meeting (adapted from the BMC parent guide)
 1. Who is attending the meeting and what is his/her role?
 2. Are all concerns about your child addressed?
 3. Are all test results addressed?
 4. How will your child be transported?
 5. Who will make sure that the IEP is implemented and followed?
 6. When can you observe the program with your child in it?
 7. When will you receive progress reports and report cards?
 8. When will reviews and the next team meeting occur?

Information was gathered from the resources below. If you want to learn more, check out the following:

BMC: Parent guide to special education for kids with neurological or developmental disorders including autism, epilepsy, and developmental delay

- <https://www.bmc.org/pediatrics-special-kids-special-help/plan-your-childs-education>

Understood: Article on what to bring to an IEP meeting

- <https://www.understood.org/en/school-learning/special-services/ieps/what-to-bring-to-an-iep-meeting>