

YOUR RESPONSIBILITIES

1. Visit program before placement—afterwards is too late.
2. Meet with teacher or teaching team. Review IEP at beginning of year or after any changes have been made.
3. Notify teacher, teaching team, and Special Education Office of any changes.
4. Share outside evaluations; make them a part of the record.
5. Communicate concerns with teachers, principal, and Special Education Office.
6. Keep copies of all records.
7. Attend meetings.
8. Let the school know you disagree in writing before resorting to a due process hearing.

*Resource Center for Accessible
Living, Inc.*

727 Ulster Avenue
Kingston, NY 12401
845-331-0541
www.rcal.org

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SPECIAL EDUCATION TIPS



Navigating Special Education is vital for your child's well-being. These tips can make the process smoother.

Meeting Strategies

- ◆ Watch where you sit, feel comfortable.
- ◆ Bring someone who knows your child.
- ◆ Make sure introductions are made.
- ◆ Don't start until everyone is present.
- ◆ State your opinion or experience.
- ◆ Don't argue or attack.
- ◆ Don't look at it as a win/lose situation.

Acknowledge what is said

- ◆ Summarize in your own words. Active listening helps others understand that you heard, even if you don't agree. Active listening helps you process what has been said.
- ◆ Leave the meeting with Measurable Annual Goals/Short-term Objectives and Benchmarks based on present levels of performance.

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