



# HOW SHOULD I PREPARE FOR MY UPCOMING MEETING?

01.

## Gather your documents

Gather and review any relevant documents beforehand. Whether it's an IEP or evaluation, having the papers printed and ready can make the meeting day less stressful. You can highlight your child's strengths and needs.



## Write down your talking points

Create a bullet point list of everything you want to discuss. Write down any questions you may have. A lot of things may be discussed in a meeting, but having your talking points in front of you can help keep things on track.

02.

03.

## Consider how to keep it student-focused

Reviewing your talking points to ensure they are student focused can encourage collaboration. Everyone wants the child to succeed; how can we keep that goal in mind during the meeting? .



## Have a backup plan

No one said these meetings are easy. When it comes to your child's well-being, things may get overwhelming and emotional. Create a plan for if you need to take a break, schedule another meeting, or use a coping skill. Consider bringing a friend as another set of ears.

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