

Planning Sheet

Preparing for the Planning and Placement Team (PPT) Meeting

It's that time of year again! Here are a few things you can do to be heard during your child's PPT meeting.

Questions to ask yourself before the PPT meeting and to think about throughout the year:

What's working?

Are there areas where your student made progress?
(math, reading, attention, classroom behavior,
homework, etc.)

What is being done in the classroom that has
contributed to that success?

What is not working?

What do you think will help your student be more
successful in these areas?

Before the Meeting

- Review your copy of the IEP (if you cannot find your copy, ask the school for one).
- Talk to your child.
- Write down your concerns and bring them with you to the meeting.
- If there is any particular staff member you would like to hear from or speak to, ask that they be invited to the meeting.
- Ask for a copy of any evaluations that will be discussed. Read it and ask questions.
- If you think that changes need to be made to your student's plan, contact your case manager (named on the first page of your student's IEP) or the appropriate therapist before the meeting. Good solutions take time.

During the Meeting

- Bring another "pair of ears" if you can. There will be a lot of information and it is easy to miss things that are said.
- Take notes.
- Do not be afraid to ask for an explanation of anything you do not understand.
- You can ask other team members to slow down and explain any acronyms or educational terms that you are unfamiliar with.
- It is okay to take time to think about things before you agree or disagree.
- Remember, you are the expert on your child. Your input is valuable.

After the Meeting

- Look over the completed IEP when it is sent to you.
- If you need clarification, think anything is missing, or is not what you thought you agreed to, contact your case manager.
- Make sure you include these records in your file.

**For more information about Planning and Placement Team meetings:
Connecticut Parent Advocacy Center, Inc.
1-800-445-2722
cpac@cpacinc.org
www.cpacinc.org**