

Areas to Consider When Preparing for Your PPT Meeting

These are only suggestions. They are not things you must do.
They are to serve as ideas for you to consider when preparing for your PPT meeting.

1. **TALK TO YOUR CHILD**
 - Find out how your child feels about school. Find out her/his likes and dislikes. Ask if there is something s/he would like to do better.
2. **TALK WITH YOUR CHILD'S TEACHER BEFOREHAND**
 - For an informal update on your child's achievements and behavior during the school year.
3. **VISIT YOUR CHILD'S CLASSROOM**
 - Make an appointment to observe your child in the classroom.
4. **REVIEW YOUR CHILD'S RECORDS**
 - Go over your own records at home; if you feel they are incomplete, make an appointment with the school prior to the PPT meeting and review what is contained in your child's file.
5. **BEFORE THE PPT MEETING BE SURE YOU UNDERSTAND THE NATURE OF YOUR CHILD'S DISABILITY**
 - Do you have enough information? Have you reviewed the evaluation reports? Do you understand the meaning of the diagnosis?
6. **BECOME FAMILIAR WITH THE LAWS OF OUR STATE AND FEDERAL GOVERNMENT PERTAINING TO SPECIAL EDUCATION ISSUES**
 - Call the Connecticut Parent Advocacy Center if you need such information.
7. **BRING DOCUMENTATION OF NEED**
 - Especially if you are requesting new services.
8. **PREPARE TO SHARE WHAT YOU KNOW ABOUT YOUR CHILD**
 - Jot down some notes about your child to bring to meetings, such as: interests, hobbies, relationships with family and friends, behavior at home, things s/he does well, and things s/he has difficulty with.
9. **PREPARE YOUR OWN QUESTIONS**
 - Ask for a blank copy of the IEP form showing the components and write a list of questions you would like to discuss at the meeting. Bring the list with you.



10. FIND OUT WHO WILL BE ATTENDING THE MEETING

- Call the school and ask who will be participating at the meeting, if the notification has not included this information. Is there anyone not present from school or outside of school whom you would like to invite? Notify the school if you intend to bring someone from outside of school (friend, relative, advocate, outside evaluator, etc.).

11. BE PREPARED TO DISCUSS YOUR EXPECTATIONS FOR YOUR CHILD

- Jot down what you think your child needs and the extent of progress you would like to see during the year. Think about your child's future - how will what he is doing and learning in school now prepare him for adult life and independent living? This applies to children of all ages.

12. BRING ANY RECENT EVALUATIONS OR REPORTS DONE OUTSIDE THE SCHOOL

- Be sure to bring ones which you think will be of value.

13. BRING SAMPLES OF YOUR CHILD'S WORK FROM ACTIVITIES DONE IN OR OUT OF SCHOOL

- Bring ones you feel say something about your child and support your concerns. These could be out of school samples as well as school work.

14. TALK TO OTHER PARENTS

- Talk to others you know who have attended PPT meetings to learn from their experiences. These may be friends, relatives, neighbors or the Connecticut Parent Advocacy Center.

15. THINK ABOUT WHETHER YOUR CHILD SHOULD BE INVOLVED AT THE PPT MEETING

- Discuss this option with school personnel and be sure to ask your child if s/he would like to attend the meeting.

16. KEEP A FILE OF YOUR COMMUNICATIONS WITH THE SCHOOL

- Record the dates. You might include letters you send, letters or notes you receive, telephone calls (made and received), report cards and samples of your child's work.

REMEMBER: IT'S NEVER TOO LATE TO START!

