



Preparing for Your Child's PPT Meeting

The **Planning and Placement Team (PPT)** is the interdisciplinary team of parents and educators that make decisions regarding your child's special education. The team may also include, at the discretion of the parent or the school district, other individuals who have knowledge or special expertise about your child.

The items below are suggestions. They are not things you *must* do. They are ideas for you to consider when preparing for your child's PPT meeting.

1. **Observe Your Child**

- Notice how your child plays and learns. Find out her/his likes and dislikes

2. **Talk With Your Child's Teacher and Therapists Beforehand**

- For an informal update on your child's achievements and behavior in the past few months.

3. **Visit Your Child's Classroom**

- Find out and visit appropriate placement options for your child.

4. **Review Your Child's Records**

- Go over your own records at home; if you feel they are incomplete, ask your Birth to Three Service Coordinator for copies of IFSPs and assessments.

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**

- Be able to explain how your child's disability affects his/her development and learning.

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 samples (like artwork) you feel say something about your child and support your concerns.

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.

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!