

GUIDE TO PREPARE FOR SCHOOL MEETINGS

Many families feel better prepared for school meetings – team meetings, parent/teacher conferences, and CSE – when they use a guide to organize their thoughts and goals.

How can this guide help?

As a parent or family member, you want to be an effective advocate for your child's needs. Organizing your thoughts before the meeting can help you provide valuable information to the school team and stay focused, particularly if emotions begin to get in the way.

We encourage you to have your student work with you to provide their perspective on what is working, current concerns, and their goals.

This guide also provides places for you to take notes during the meeting. Record the perspectives of other members of the team during the conversation. Considering perspectives other than your own will help to build understanding between team members.

We've filled out a sample form on this page and the next to show you how you might complete one for your own child.

Meeting Type:

CSE meeting

What is Working:

Ben enjoys music, science, gym and lunch at school. He has an exceptional vocabulary and enjoys sharing the day's weather report. Ben is using his calendar to record assignments.

Current Concerns/Issues:

Ben is struggling in ELA and often shuts down in class. He is falling behind. I'm not sure why he does so well in science but cannot use those skills in ELA. Homework is a nightmare.

Data, Facts, Highlights Supporting Concerns/Issues

I have copies of report cards, class work, and test results



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Teacher/School Staff Perspective:

(This portion of the form can also be used to take notes of teacher's comments and responses during the meeting.)

Some teachers report that Ben is very distracted in class and can do the work if he tries harder. His science teacher reports that he is a hard worker and a delight to have in class.

Student's Perspective:

I like science a lot. I do not enjoy reading or writing essays. It is hard for me to write. When I try to do the work, I always get it wrong. I have too much homework. It is very frustrating.

Student's Needs:

Ben needs extra help in ELA; help with organization; checks for understanding; modified homework

Desired Outcome:

(Solution-based ideas that focus on student's needs)

One idea is to modify homework by focusing on quality versus quantity.

Meeting Finalization:

(Identify action steps of meeting attendees, including student, staff, and family member, and thank everyone for their time.)

- Consent was signed to conduct a reading and writing assessment.
- Preferential seating with minimal distraction will be provided.
- The ELA teacher also suggested providing accommodations such as instructions provided orally and checks for understanding.

Notes from Meeting:

(Use this space to record important points that come up during meeting)

Teacher asked Ben what he finds most difficult when it comes to writing. Ben shared it was hard for him to get his thoughts from his head to the paper. He also shared that when he is reading and he is almost done, he has forgotten what he has read. Teacher brought up that Ben can benefit from chunking techniques and small reading group. Resource room was mentioned but will not be provided until the assessments are conducted to determine what Ben needs. A meeting will be scheduled after the assessment to discuss further supports.

Still have questions?

Contact us at (585) 546-1700 or starbridgeinc.org/contact-us



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GUIDE TO PREPARE FOR SCHOOL MEETINGS

Use this guide to help yourself plan for any school meeting, including team meetings, parent-teacher conferences, Committee on Special Education (CSE), or Committee on Preschool Special Education (CPSE)

Meeting Type:

What is Working:

Current Concerns/Issues:

Data, Facts, Highlights Supporting Concerns/Issues

(Copies of report cards, class work, and test results)

Teacher/School Staff Perspective:

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Student's Perspective:

Student's Needs:

Desired Outcome:

(Solution-based ideas that focus on student's needs)

Meeting Finalization:

(Identify action steps of meeting attendees, including student, staff, and family member, and thank everyone for their time.)

Notes from Meeting:

(Use this space to record important points that come up during meeting)

Don't forget to thank everyone for their time 😊

