• Compile and keep your records
• Document observations and interactions
• Make requests and work out problems through letter writing
  Tip: send with proof of delivery to document date received.
• Expect and request district responses in writing, including any prior written notice of refusal
  or dismissal of services
• Expect Timelines to be met.
  TIP: Send with proof of delivery to document date received.
• Document conversations and calls:
  o Date. Time. Who/title. Contact info.
  o Note what was discussed and what is understood
  o What is expected result? Follow up in writing.
• Request any and all records (FERPA protects your right to do so).
• Review Goals and Objectives: Are they S.M.A.R.T.?
• Meet with key people.
• Prepare IEP Parent Concerns with Recommendations and/or Offer, and your suggestions
• Request IEP Meeting or Facilitated IEP
• Request Prior Written Notice, as needed
• Request further assessment or IEE if appropriate:
  o Is there conflicting information?
  o Does the team need clarity? Additional info?
• For Behavioral/Discipline concerns:
  o Document every removal from class or school
  o Request documentation when asked to remove your child from campus