



Parent Training & Information

TIPS FOR CONFLICT RESOLUTION

- 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:
 - Date. Time. Who/title. Contact info.
 - Note what was discussed and what is understood
 - 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:
 - Is there conflicting information?
 - Does the team need clarity? Additional info?
- For Behavioral/Discipline concerns:
 - Document every removal from class or school
 - Request documentation when asked to remove your child from campus

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