Parents should communicate concerns with classroom staff as there are interventions that may be attempted prior to requesting a special education assessment. SST meetings are one such intervention tool.

- See/note reason for concern: ____________________________________________________________
- Write request letter: __________________________________________________________________
- Delivered Request for Assessment: ______________________________________________________
- Received Assessment Plan or Prior Written Notice: _________________________________________
- Signed/Returned Assessment Plan: _______________________________________________________
- Informed Consent: ______________________________________________________________________
- Assessment due (60 days after AP): _______________________________________________________  
- Written notice of IEP: __________________________________________________________________
- Inform school if you wish to voice record the meeting (24h before IEP): ______________________
- IEP Meeting (within 60 days): ___________________________________________________________
- Personally reviewed IEP: __________________________________________________________________
- Signed and Returned IEP to school site: ___________________________________________________
- Next Annual Review due by: _______________________________________________________________