SPECIAL EDUCATION SOLUTIONS NETWORK / FREE PLANNING TOOL

Meeting Preparation Checklist

Use this page to organize your questions and priorities before an education meeting. You do not need to answer every prompt.

Before the meeting

- ■ Write down the main question or concern you want to discuss.
- ■ Note the student's strengths, interests, and what is working well.
- ■ Gather relevant documents you already have through your usual secure process.
- ■ Ask the school about interpreter or communication access needs in advance.

Questions to consider

- ■ What information does the team have, and what else may be needed?
- ■ What options are being considered, and how do they address the concern?
- ■ How will we know whether the proposed support is helping?
- ■ Who is the point of contact for follow-up?

My priorities

The most important thing I want the team to understand:

A question I want answered:

One next step I want to clarify:

Keep in mind
This is an original planning aid, not an official form or legal advice. Procedures and rights depend on the applicable law and individual circumstances.