

My School Meeting Planning Form

Student: _____

Date: _____

You have an important role as an advocate for your child's success in school and in life. You have information to share about your child. You are an equal partner with the school in supporting your child's success. This worksheet can help you plan and prepare for meetings with your child's school.

SCHOOL **ACADEMICS**

	My Child Needs Help:		My Child Needs Help:		My Child Needs Help:
Math	<input type="checkbox"/>	Bringing Work Home	<input type="checkbox"/>	Specials	<input type="checkbox"/>
Reading	<input type="checkbox"/>	Turning in Homework	<input type="checkbox"/>	Recess/Hallway/Lunch	<input type="checkbox"/>
Science	<input type="checkbox"/>	Note Taking	<input type="checkbox"/>	Issues On the Bus	<input type="checkbox"/>
Writing	<input type="checkbox"/>	Following a Schedule	<input type="checkbox"/>	Time Management	<input type="checkbox"/>
Having Books/Supplies	<input type="checkbox"/>	Multi-step Directions	<input type="checkbox"/>		

My child's strengths/successes _____

What works best to help my child _____

BEHAVIORAL/ **EMOTIONAL**

	My Child Needs Help:		My Child Needs Help:		My Child Needs Help:
Working Alone	<input type="checkbox"/>	Waiting Patiently	<input type="checkbox"/>	Listening to Instructions	<input type="checkbox"/>
Talking During Class	<input type="checkbox"/>	Handling Frustration	<input type="checkbox"/>	Telling the Truth	<input type="checkbox"/>
Making Noise	<input type="checkbox"/>	Ignoring Distractions	<input type="checkbox"/>	Respecting Other Students	<input type="checkbox"/>
Asking for Help	<input type="checkbox"/>	Self Confidence	<input type="checkbox"/>	Staying on Task	<input type="checkbox"/>
Accepting directions	<input type="checkbox"/>	Not Using Profanity	<input type="checkbox"/>	Showing Respect to Adults	<input type="checkbox"/>

My child's strengths/successes _____

What works best to help my child _____

SOCIAL

	My Child Needs Help:		My Child Needs Help:		My Child Needs Help:
Working in a Group	<input type="checkbox"/>	Keeping Friends	<input type="checkbox"/>	Following Others (negative)	<input type="checkbox"/>
Making Eye Contact	<input type="checkbox"/>	Expressing Self	<input type="checkbox"/>	Thinking Before Acting	<input type="checkbox"/>
Making Friends	<input type="checkbox"/>	Minding Own Business	<input type="checkbox"/>	Thinking Before Speaking	<input type="checkbox"/>
Hands & Feet to Self	<input type="checkbox"/>	Too Loud/Too Quiet	<input type="checkbox"/>	Not Solving Problems By Fighting	<input type="checkbox"/>

My child's strengths/successes _____

What works best to help my child _____

Helpful Hints: *This Planning Form can help you remember what you want to say or learn at a school meeting. Remember to bring your completed form with you to the meeting. You may also bring people who work with or support your child with you to meetings. Depending on the reason for the meeting, you could bring: therapist, coach, mentor, advocate, person from your religious community, or tutor. You can bring any documents, reports, or other helpful information about your child to school meetings.*

1. What are your concerns?
2. What are your child's concerns?
3. How can the school help?
4. What do you think your child needs?
5. What are your goals for your child/for this meeting?

At the Meeting: *Use this space to keep track of the issues talked about at the meeting. Write down what is supposed to happen, when, and who will make sure it happens.*

People at the Meeting: