

LETTER FOR PARENT PARTICIPATION IN IEP PLANNING

Dear _____

As you know, _____ has been set as the date of your child's IEP meeting. Please contact the school as soon as possible if this date does not work for your schedule. We have scheduled one hour for the meeting and have attached a copy of the agenda so you will know what to expect. This meeting is an opportunity for you to meet all of the professionals who work with your child and to provide them with valuable information (e.g. reports, examples of visual supports, favourite activities). Your input is critical, as you know your child the best. To help us when discussing your child's strengths and needs we have provided a Student Profile form for you to fill out before the meeting.

We look forward to planning together to make your child's experience at school positive and meaningful.

Sincerely,

PARTNERS IN PLANNING

Preparing for Your Child's IEP Meeting

You know your child best. As you prepare for your child's IEP meeting, try to notice all the ways that you support your child. You know how your child learns best, what type of environment will make her/him feel safe, what strategies will work best to encourage learning, or how to support your child through transitions. In the days leading up to the IEP meeting you might find it helpful to use this form to record all of the skills and strategies that you use to support your child. The following form will help direct your thoughts, and will provide valuable information for the school-based team in supporting your child at school.

Student Profile

(Parent Form)

Child's name: _____ Parent/Guardian's name: _____

My vision for my child at school is:

My child is:

- ◆ really good at...

- ◆ ready to learn...

- ◆ especially interested in...

Additional information that will help with planning

Family/medical information relevant to my child's learning: (e.g. how does your child sleep, is he/she sensitive to light, temperature, rough clothing...):

What situations are problematic for my child?:

Strategies that work for my child: (e.g. transitions, ways of communication, routines...):

Strengths and Needs

We will discuss your child's strengths and needs when developing the IEP Please note any relevant information in the following areas:

In the following areas my child is able to:	In the following areas my child is learning to:
Academics:	Academics:
Physical:	Physical:
Social/Behaviour:	Social/Behaviour:
Self-help:	Self-help:
Communication:	Communication:

Other information: _____

IEP PLANNING FOR PARENTS

Student name: _____ Date: _____

Dear _____ ,

We need your assistance and knowledge to develop a comprehensive Individual Education Plan for your child. Below are some questions for you to think about in preparation for the IEP meeting. Please make a few notes under each question if it applies to your child.

What are your child's strengths?

What are your child's needs? (e.g. areas that are frustrating or challenging)

How does your child learn best? (e.g. situations that support his/her learning such as a quiet space, particular lighting or noise sensitivities...)

What are some educational skills your child practices at home? (e.g. reading, making crafts, using the computer...)

What behaviour(s) could pose a challenge for your child at school?

How does your child react when upset? How do you calm him/her?

What are your child's fears?

What particular fears or concerns do you have for your child at school?

What are your child's favourite activities?

What are your child's special talents or hobbies?

What are your hopes for your child this year?

What other information helps us gain a better understanding of your child?

Sincerely,

(IEP Case Manager)

**adapted from Individual Education Planning for Students with Special Needs, (British Columbia Ministry of Education, 1996).*