

## IFSP MEETING TIPS

### Before the Meeting

- Build a positive relationship with the classroom teacher before the meeting. This relationship will help you feel more comfortable and know someone else hears your point of view.
- Plan ahead and put your thoughts down on paper so you won't forget to mention the things that are important to you during the meeting.
  - How you think your child is doing in school and how he/she feels about school.
  - What your child does well, and what is challenging for him/her.
  - How your child interacts with others outside of school.
  - Goals you would like included on the IFSP.
  - Any questions you have about the IFSP or services your child will be receiving.
- Know the purpose and format of the IFSP meeting, and who will be there, ahead of time. That way you won't be surprised by the number of people around the table or the process being followed.
- Send copies of any private assessment reports to the service coordinator ahead of time, so they can be familiar with the information before the meeting, rather than taking time during the meeting to review them.
- Review current reports, last year's IFSP (if applicable), and Procedural Safeguards Notice given to you at each meeting with MECP.

### At the Meeting

- Arrive on time or a little early.
- IFSP meetings can be stressful and emotional.
  - If needed, sit beside your child's classroom teacher or another support person.
- Request introductions if needed.
  - Have anyone you have brought to the meeting introduce themselves and say what their relationship is to you and your child.
- If you do not understand something, ask for more explanation.
- Make sure you have contact information for the IFSP Service Coordinator in case you want to contact him/her later.

### After the Meeting

- If questions come up, contact your child's classroom teacher or the IFSP Service Coordinator.
- Remember, your child's IFSP must be reviewed and updated at least once a year, but you can request an IFSP meeting at any time. If progress is slow or other issues need to be addressed, request an IFSP meeting in writing.