

TIP SHEET

Paula Guzzo

To help parents/students become informed, active participants at case conference committee meetings, parents:

- Are equal partners with school personnel at case conference committee meetings.
- Share in the decision-making process.
- Have a right to have a written copy of test results 5 days in advance of the conference.
- Have a right to ask to meet with someone from the school corporation who can explain the test results to you before the case conference.
- Should expect school staff to tell you how to exercise your option of doing either or both of the above 2 things.
- Can ask for a draft/proposed copy of the IEP to be provided to you in advance of the conference (NOTE: If the parent has had the opportunity to read through the information before the conference, this allows you to ask questions in advance and speeds up the conference).
- Can ask for their child's progress-to-date information and goal achievement to be provided in advance. Again, this has the potential to allow the conference to go faster.
- Can present a "parent report" at the conference.
- Can bring a written list of topics they wish to have addressed at the conference. Better yet, provide the list in advance.
- Can present the results of outside testing and have it considered at the conference if they wish (NOTE: Share that in advance to give school personnel an opportunity to look at it in advance).
- Can invite a friend, family member, advocate, or others who are knowledgeable about your child to attend the conference with you.
- Should expect to be told at the beginning of the conference how much time has been allocated for the conference.
- Can and should take notes.
- Can tape the conference. NOTE: If parents tape, the school will tape, too. So let them know in advance so they can be prepared.
- Are expected to ask questions and seek clarification about *anything* you don't understand.
- Are expected to express concerns appropriately.
- Should expect your concerns to be taken seriously by school personnel when they are expressed.
- Can stop the conference and reconvene the conference later if you need to. It doesn't have to be completed all at one time.
- Can request a facilitated conference, mediation or due process if an impasse has been reached.