

Checklist for School Meetings with Families

PREPARATION

- ✔ Work with colleagues to identify possible solutions to challenges
 - ✔ Identify meeting facilitator
 - ✔ Identify note taker and set timeframe for distributing notes
 - ✔ Identify meeting goals and questions to address
 - ✔ Introduce all team members
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MATERIALS

- ✔ Copies of meeting agenda for each attendee
 - ✔ Samples of the learner's progress, including school work and projects, photos or video of the learner participating, and a story of something the learner can now do independently.
 - ✔ Data from education plan goals/outcomes
 - ✔ Data from behaviour plan
 - ✔ Any documents that need to be signed by family
 - ✔ Clock or timer (to keep meetings on track)
 - ✔ Paper and pens/pencils
 - ✔ Calendar to set the date and time of next meeting
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FACILITATION TIPS

- ✔ Encourage a solution-focused mindset
- ✔ Keep the learner's best interest at the heart of the conversation
- ✔ Consider the family's experience and contributions
- ✔ Remember that you are sharing information and decisions about a precious family member

