

Sample Notes to Take to IEP or Parent/Teacher Conference

Modify the following with your child's name and information. If child is able, go through each subject with the child and ask how they feel about each area. If child unable to communicate this to you, go through each area and insert your own questions about the subject and how your child is doing).

Annual Parent/Teacher Conference or IEP Meeting Agenda _____ Grade in School

Comments, Concerns, Questions & General Notes

POSITIVES

- ∞ _____ feels like he has had a good adjustment to middle school and feels accepted by staff and peers.
- ∞ _____ appears happy about school
- ∞ Parents are pleased with his progress so far.

SCIENCE

- ∞ _____ feels pace is too fast for him.
- ∞ Not enough time to study for quizzes/tests. Only has 1-2 days to study the info before the test/quiz. Sometimes has not brought the materials home to study. Needs reminding/check-out.
- ∞ Doesn't understand the concepts. Concepts that are abstract or require inferential thinking are difficult for people with his disorder.
- ∞ _____ says it helps to have Ms. _____ or Mr. _____ write notes for him but he feels pace is still too fast.
- ∞ Need modified worksheets or lesson plan for him?
- ∞ Doesn't understand the experiments.
- ∞ Need the monthly postcard assignments earlier since it takes him much longer than most kids to think about, write, and draw.

MATH

- ∞ Feels ok in class.
- ∞ Parents not sure how much homework to do if a page comes home with 2 sides & assignment notebook says to do Math worksheet.

WELLNESS

- ∞ _____ takes notes and has Ms. _____ or Mr. _____ help.
- ∞ Parents need for him to bring wellness book home nightly or more often to read and review chapter and concepts.

BAND

- ∞ Feels ok. Able to keep up so far.
- ∞ Does great with practicing at home.
- ∞ Needs very little help with notes.

PHY.ED

- ∞ OK according to the child.

READING

- ∞ OK according to the child.
- ∞ Independent reading is slow and comprehension is difficult.
- ∞ Often gets distracted when reading at home, so at times parents will take turns reading with him and help him with comprehension.

LANGUAGE ARTS

- ∞ Likes the class.
- ∞ "Sometimes I have trouble and have my head down and no one's really helping me at the time."
- ∞ Difficulties he experiences: "Like the warm-ups DOL or DOT. I don't really understand."
- ∞ Sometimes needs more specific directions for assignments (ie Seed Folks, Poetry).

SOCIAL STUDIES

- ∞ Likes Quest assignments. Is learning to read maps.
- ∞ Likes researching.
- ∞ "I know I have trouble somehow, but I forget how."

STUDY HALL

- ∞ "I don't really have that much help with math in study hall and sometimes I need it. That's why I've been bringing it home."
- ∞ "Sometimes Ms. _____ or Mr. _____ is there to help us with Quest."
- ∞ Parents told him he can bring Quest home to work on (we have Quest book at home), but he said "I want to get a good start on it at school, so I do."
- ∞ Feels like _____ and _____ (2 other students in the class) yell at him when he gets out 5 minutes early. Really needs that extra time to get his things together and get out the door on time.

CHECK-OUT

- ∞ Has a check-out list posted in his locker. Parents would also like one on his assignment notebook to help cue him about what needs to be taken home each night.
- ∞ Not real consistent with check out.

ASSIGNMENTS

- ∞ Need emails to be more consistent. Is case manager responsible for gathering info from all teachers about the weekly assignments or should parents email each teacher to learn what the assignments are?

BUS

- ∞ Parents goal to help him transition to take bus home from school 2nd semester.
- ∞ Need to write into IEP allowing extra time to get books packed, do check out, get coat on, and have staff escort him to correct bus.
- ∞ Is there a bus for afterschool clubs on Tues, Wed and Thurs?

LUNCH

- ∞ Eats with _____, _____ and _____'s friend.
- ∞ Says he doesn't talk that much during lunch since _____ (another student who moved out of town) left.
- ∞ Sits at middle table.
- ∞ Feels good about lunch time.
- ∞ Staff impressions?
- ∞ Any need for additional intervention in this area? Lunch Bunch? Friendship Circle? Finding Buddies?

AFTERSCHOOL CLUBS

- ∞ Going ok so far. Likes the sport clubs.
- ∞ Tried Flag Football but didn't like it because "no one would pass to me."
- ∞ Badmitten "_____ & I are getting better each time."
- ∞ Dodgeball "Fine."
- ∞ Enjoyed Volleyball. Now Basketball is starting today 1-15-08. Looking forward to it.

GENERAL QUESTIONS

- ∞ How to make sure all goals and specific objectives are continued in IEP?
- ∞ What to change/modify?
- ∞ Anything more that parents can do at home to support _____ or staff?
- ∞ How to best prepare him for 2nd semester and transitioning to 7th grade?
- ∞ What will be different in 7th grade that parents can foreshadow?