

# BACK TO SCHOOL CHECKLIST

Visit [wapave.org](http://wapave.org) and type back to school on the search bar for more pointers!

## Create a one-pager about your child to share with school staff

1



Include a picture



List child's talents and strengths

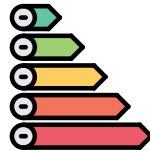


Highlight important accommodations, interventions, and supports from the 504 Plan, IEP, or BIP



2

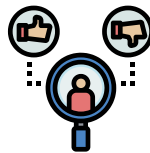
## Make a list of questions for your next meeting to discuss the IEP, BIP, or 504 Plan



Do you understand the target and replacement behaviors being tracked and taught by a Behavior Intervention Plan (BIP)? Will the child's transportation needs be met?

3

## Mark your calendar for about a week before school starts to visit school and/or send an email to teachers, the IEP case manager, and/or your child's counselor



A communication plan between home and school can be listed as an accommodation on an IEP or 504 Plan; plan to ask for your communication plan to be written into the document at the next formal meeting

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## Design a communication log book

Log every communication, whether it happens in the hallway, on the phone, through text, via email, or something else. Plan to send an email thanking the person for their input and reviewing what was discussed and any promised actions.



5

## Consider if you want to request more information about the credentials of teachers or providers working with your child. Here are some things you can ask about:



- Who is providing which services and supports?
- Who is designing the specially designed instruction (SDI) to help make progress toward IEP goals?
- What training did these staff receive, or are there training needs for the district to consider?

6

## Ask the special education teacher or 504 case manager how you can share information about your child, such as a one-pager, with school team members.

This includes paraprofessionals or aids and other members of the school team.



- Parents have important information that benefit all school team members. Ask who has access to your child's IEP or 504 Plan and how you can support ensuring team members receive information.

7

## Have thank you notes ready to write and share!

- Keep in mind that showing someone you appreciate their efforts can reinforce good work.

