

Appendix 5-1

Parent's Notebook*

Purpose: To keep an accurate record of meetings, phone conversations, and letters between you and school personnel and others about your child. The suggested format is:

DATE, TIME, KIND OF COMMUNICATION (telephone, letter, meeting)

WHO

WHAT WE TALKED ABOUT

IMPORTANT DOCUMENTS AND RECORDS

Example:

April 4, 1987, 3:00 p.m., IEPT Committee Meeting at Smithwick School.

Who: Mr. Dodd, Principal of Smithwick School; Mrs. Jones, Special Education Director of the Blank Intermediate School District; Mrs. O'Hara, Johnny's teacher at Smithwick School; Mrs. Beech, Physical Therapist; John Wainwright; Mr. and Mrs. Wainwright.

What we talked about: An IEP was developed for Johnny (see IEP in file). Johnny will continue in his current placement at the Smithwick School, but will no longer receive physical therapy. As parents, we disagreed and said we thought Johnny should continue to receive physical therapy. The IEP-Committee refused to agree to physical therapy because they said they didn't have enough therapists and that Johnny had low priority for physical therapy.

Important Documents:

IEP (in file)

IEPT Meeting Report (in file)

Tape of IEPT Meeting (in tape box)

* All materials so designated in this section are taken from *Parent Manual - Education For Your Handicapped Child*, Advocacy Incorporated, Austin, Texas, 1979. Materials have been revised to conform with Michigan law.