



Communicating with School Personnel

A variety of factors may lead to a situation in which a child's educational needs are not being met. In some cases, a child's parents may not know about or be able to obtain the necessary support, information or resources that the child needs. School issues require a cooperative effort between parents and the school. Here are some key points to remember when you are communicating with school personnel about your child's educational needs:

- Prepare for the meeting or discussion with school personnel by writing down what you want to say and questions you would like answered.
- Think about how you can state your concerns in a positive manner that shows you would like to agree on a solution.
- Schedule a time to talk with school personnel that is convenient for everyone.
- Clearly state your concerns, and ask how you and school personnel can deal with the problems together.
- Stay calm and positive throughout the conversation. Avoid blaming or becoming defensive.
- Ask the school representative to clarify any school "lingo" - language used by educators that you might not understand.
- Thank the representative for working with you to meet the educational needs of your child.
- Schedule a follow-up meeting, or make a follow-up phone call if necessary.