



# Advocates for Justice and Education, Inc.

## The Parent Training and Information Center for the District of Columbia

### COMPENSATORY EDUCATION CONVERSATION CHECKLIST FOR PARENTS FOR USE WITH THE PARENT AGENDA AND/OR PARENT CHECKLIST

*\* Adapted from the Exceptional Children's Assistance Center [www.ecac-parentcenter.org](http://www.ecac-parentcenter.org)*

Carefully review the invitation/notice and consider the following:

- Is the purpose of the meeting clearly stated?
  - Is Compensatory Education, missed services or lack of progress on the agenda?
  - If not, you can ask for it to be included
- Who is attending? What are their roles in the meeting?
  - Is someone at the meeting authorized to award compensatory education and make up missed services?
- Is the date/time/location convenient for your schedule?
- Be sure enough time has been scheduled for the meeting to discuss items listed and other concerns and issues

#### RESPOND!

Read, sign and return the Invitation to Conference/Prior Notice as soon as possible and keep a copy for your records. Include in writing any of the following that apply:

- Suggestions for alternative meeting dates or times, if necessary
- A request to participate by conference call or another way if you are unable to participate in person
- A list of who you are inviting if anyone. Consider inviting a friend, relative, outside professional or note taker
- A list of concerns or issues that you wish to discuss - including comp ed and/or missed services.
- A request for a copy of any proposed comp ed or missed services plan draft, well in advance of the meeting
- Your approval or disapproval of any team member excusal requests - this is especially important if you plan to discuss the need for compensatory education or making up missed services.that may have been provided by

## **ORGANIZE & THINK**

Carefully organize your child's records/files in an order that works well for you. If you notice that you are missing an important document, ask your child's school for a copy.

Your child's records/files should include these items if you want to talk about compensatory education . missed services

- Your records of what services were provided?
- Your perception of how effective those services were?
  - Ask your yourself - did my child achieve their goals?
  - How do I know that?
- Report cards/Work samples
- Evaluation/assessment results
- Progress reports on academics and IEP goals
- What do you want to the school to do now?
  - What would get your child back on track?
  - What do they need to get to where they would have been?
    - Be creative, BUT ALSO PRACTICAL

## **ASK FOR WHAT YOU WANT & EXPLAIN WHY - THEN LISTEN!**

- Compensatory Education is an issue for the WHOLE team issue. Other team members will have ideas and input.

## **AFTER THE IEP MEETING**

- Make sure you have written documentation of any Comp Ed or Missed Services plans and know how to access it! .