



# Averi Speaks

Awareness • Voice • Education • Resources • Inclusion

## Meeting Preparation Resources

*For parents of autistic students*

### Introduction: Your Toolkit for Success

Welcome! This binder is designed to equip you, the parent, with the resources you need to confidently navigate school meetings and advocate effectively for your autistic child. We understand that these meetings can sometimes feel overwhelming. That's why we've compiled these **sample letters, templates, and checklists** to help you feel informed, prepared, and empowered.

**Our goal is simple:** to provide you with the tools to ensure your child receives the support and accommodations they deserve. Remember, you are your child's strongest advocate! This binder includes:

- Sample Parent Letters
- IEP Form Examples
- 504 Request Templates
- Meeting Prep Checklists



# Sample Parent Letters

These templates are designed to be a starting point. Feel free to customize them to best reflect your child's unique needs and your specific situation. Remember to always keep a copy of any correspondence you send to the school.

## 1. Requesting Evaluations (Doctor or School)

[Date]

[School/Doctor's Name]

[School/Doctor's Address]

**Subject:** Request for Evaluation for [Child's Full Name]

Dear [School Official/Doctor's Name],

I am writing to request a comprehensive evaluation for my child, [Child's Full Name], born on [Child's Date of Birth]. [He/She] is a student at [School Name] in [Grade Level].

I am concerned about [Child's Name]'s [Specific concerns, e.g., academic progress, social interactions, sensory sensitivities]. I believe an evaluation is necessary to determine if [Child's Name] requires additional support or accommodations to succeed in school.

I would like the evaluation to assess the following areas:

- [Specific Area 1, e.g., Academic skills in reading and math]
- [Specific Area 2, e.g., Social-emotional functioning]
- [Specific Area 3, e.g., Sensory processing]

Please provide me with information on the evaluation process, including the types of assessments used and the timeline for completion.

Thank you for your time and consideration.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]

**Tip:** Schools typically have legal timelines to respond to evaluation requests. Familiarize yourself with your state's regulations.

## 2. IEP Request Letter

[Date]

[School Principal's Name]

[School Name]

[School Address]

**Subject:** Formal Request for Initial IEP Evaluation

Dear [Principal's Name],

I am writing to formally request an initial evaluation to determine my child, [Child's Full Name], eligibility for an Individualized Education Program (IEP).

[Child's Full Name] is a [Grade Level] student at [School Name]. I have observed [Describe specific challenges your child is facing at school. Be specific. For example: 'difficulty focusing in class', 'struggling with reading comprehension', or 'displaying social communication difficulties'].

I believe these challenges are impacting my child's academic and social-emotional progress. I request a full and comprehensive evaluation to assess my child's needs and determine eligibility for special education services and accommodations.

I understand that the school has a specific timeline to respond to this request and complete the evaluation process. I look forward to discussing this further and collaborating with the school team to support my child's success.

Thank you for your time and attention to this important matter.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]

### 3. Special Education Evaluation Request

[Date]

[Director of Special Education's Name]

[School District Name]

[School District Address]

**Subject:** Request for Special Education Evaluation for [Child's Full Name]

Dear [Director's Name],

I am writing to request a special education evaluation for my child, [Child's Full Name], who is currently enrolled in [Grade Level] at [School Name].

I have concerns regarding [Child's Name]'s [Specific area of concern, e.g., reading, writing, math, social skills, communication]. [He/She] [Describe specific examples of the child's challenges in the areas of concern. E.g., "struggles to complete reading assignments on time," "has difficulty understanding social cues," or "becomes easily overwhelmed by classroom noise."]

I believe a special education evaluation is necessary to determine if [Child's Name] is eligible for special education services and to identify the appropriate supports and accommodations to help [him/her] succeed in school.

I understand that I have the right to request an independent educational evaluation (IEE) if I disagree with the school's evaluation. Please provide me with information about this process.

Thank you for your time and attention to this matter. I look forward to hearing from you soon regarding the next steps in the evaluation process.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]

#### 4. Request for IEP Meeting

[Date]

[IEP Team Coordinator's Name]

[School Name]

[School Address]

**Subject:** Request for IEP Meeting for [Child's Full Name]

Dear [Coordinator's Name],

I am writing to request an IEP meeting for my child, [Child's Full Name]. [He/She] is currently in [Grade Level] at [School Name], and [his/her] current IEP was last reviewed on [Date of Last IEP Review].

I am requesting this meeting to discuss [Specific reason for requesting the meeting. Be specific. For example: 'progress towards IEP goals', 'concerns about recent academic performance', 'the need for additional accommodations', or 'transition planning'].

I am available to meet on the following dates/times:

- [Date and Time 1]
- [Date and Time 2]
- [Date and Time 3]

Please let me know what date and time works best for the IEP team.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]

## 5. Request for Records

[Date]

[School Records Department/Administrator's Name]

[School Name]

[School Address]

**Subject:** Request for Student Records - [Child's Full Name]

Dear [Records Department/Administrator's Name],

I am writing to request a complete copy of my child, [Child's Full Name]'s, student records. [He/She] is currently a student in [Grade Level] at [School Name].

I am requesting all records pertaining to [Child's Name], including but not limited to:

- Academic records (transcripts, report cards)
- Attendance records
- Disciplinary records
- Special education records (IEPs, evaluations, progress reports)
- Health records
- Any other relevant documents

Please let me know if there is a fee associated with this request. I understand that you have a certain timeframe to fulfill this request, and I appreciate your prompt attention to this matter.

I would prefer to receive the records [Specify how you'd like to receive the records: e.g., 'electronically via email', 'as a physical copy', or 'I will pick them up in person'].

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]

## IEP Form Examples

Understanding IEP forms can be daunting. This section provides examples of common IEP sections, such as:

- **Present Levels of Performance:** Illustrates how a child's current skills and needs are documented.
- **Goals and Objectives:** Provides samples for how goals are written to be measurable and achievable.
- **Accommodations and Modifications:** Showcases common and effective accommodations for autistic students.

Reviewing these examples will give you a better understanding of what information is typically included in each section and how it relates to your child's individual needs. Remember, the IEP should be a collaborative effort, and you have the right to contribute your insights and perspectives. These forms will help you understand the jargon and fine print typically involved.

## 504 Request Templates

A 504 plan provides accommodations for students with disabilities who do not require specialized instruction under an IEP. This section offers customizable templates for requesting 504 plans, including:

- **Initial 504 Request:** Template for formally requesting an evaluation for a 504 plan.
- **Accommodation Request:** Sample accommodations that can be included in a 504 plan for autistic students (e.g., preferential seating, extended time on assignments, sensory breaks).

Customize these templates to reflect your child's specific needs and the accommodations you believe would be beneficial. Ensure you provide supporting documentation, such as doctor's notes or evaluations, to strengthen your request.

# Meeting Prep Checklists

Preparation is key to a successful meeting. These checklists will guide you through the steps to take before, during, and after IEP or 504 meetings:

- **Before the Meeting:** Checklist for gathering information, preparing questions, and organizing your thoughts.
- **During the Meeting:** Tips for effective communication, active listening, and advocating for your child's needs.
- **After the Meeting:** Checklist for reviewing the meeting outcomes, following up on action items, and documenting agreements.

By using these checklists, you can ensure you are well-prepared and able to participate effectively in the meeting.



## Summary

This binder provides a comprehensive set of tools to empower parents of autistic students in navigating school meetings. With sample letters, IEP and 504 templates, and meeting checklists, families can approach these discussions with confidence, ensuring their children receive the necessary support and accommodations for success. Remember, you are your child's strongest advocate, and these resources are here to help you feel equipped, informed, and ready to champion their need's.

# AVERI SPEAKS, INC.

**Awareness • Voice • Education • Resources • Inclusion**

This resource is provided by Averi Speaks to support families, caregivers, and communities impacted by autism.

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*Together, we can create a more inclusive world.*