

**Parent Advocacy During the COVID-19 Crisis:
Write Things Down When They Happen
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From Wright's Law

Good Documentation is Essential to Your Success at IEP Meetings



Your goal at the next IEP meeting(s) will be to obtain additional special education and related services that meet your child's needs. Your child is likely to need compensatory education to make up for the education lost when schools were closed. A successful outcome at the next IEP meeting will depend on the documentation you make available to the IEP team.

You can't wait until the last minute to prepare this documentation. Documenting events and conversations later is never as effective or accurate as writing things down, in detail, at the time they occur.

If your child has an IEP, the IEP document will describe the special education and related services the school agreed your child needed and the school would provide.

Start with a fresh new notebook or create a new document in your device. Begin to document by logging things that happened today. Did your child receive any special education services today? If yes, please describe those services. Did anyone on his special education team contact your child or you? What was the nature of this contact? Feel free to add other information about how your child spent time today. Perhaps you took him for a walk in a nearby park or baked cupcakes together.

Continue to document the services he receives and the contacts you have with school personnel over the next few months. Don't think about stopping until after your child has made a successful transition back to school. Here are examples of services you may request at an IEP meeting after your child returns to school. You will see how documentation can increase your odds of success.