

### STEPS 1 AND 2

#### Gathering Information, Determining Eligibility And Educational Need

Checklist ✓

Have you requested/received copies of the most recent medical or therapy reports regarding your child's diagnosis and/or progress.

Have you listed the names and contact numbers of the relevant therapists and/or doctors that you wish the school to be in contact with.

Have you given written consent to the school regarding who will have access to any reports or information about your child. You may wish to discuss the "Release of Information Form" and the "Privacy Note" from the Schools Plus Handbook.

Have you received the "Parent Lift Out" from the Schools Plus Handbook (This information is also available on the Schools Plus website [www.schoolsplus.det.wa.edu.au](http://www.schoolsplus.det.wa.edu.au))?

Prior to meeting with school staff have you let the principal know of any special requirements, e.g. your availability on particular days, availability of parking etc.

Have you requested the school send you any relevant reading material, forms, agendas or questionnaires prior to your meetings to allow you time to gather information or clarify issues?

Have you asked the school about your meetings with staff, therapists etc.

- The purpose of the meeting, and any agenda items?
- Who will be attending?
- What is the role of each attendee?
- How long is the meeting expected to run for?
- What is the likely date of the next meeting?

Sometimes it is helpful to bring someone with you to meetings, if you plan on doing this, have you let the school know?

Have you asked for a copy of any documented plan/s and the Needs Assessment Summary?

### STEP 3

#### Profiling The Level Of Adjustments

Checklist ✓

Have you asked for a copy of the Schools Plus Profile your child's learning support team has submitted.

### STEP 4

#### Verification And Resourcing

Checklist ✓

Do you know who will be contacting you to discuss the outcome of the submission?

Do you know the approximate timeline for receiving the outcome of the Schools Plus submission?

### STEP 5

#### Review

Checklist ✓

Have you requested copies of the most recent reports from any therapists etc. currently involved in your child's educational program prior to the scheduled review meeting?

Have you discussed with your child their feelings about the current program and the short and long term goals within it?

Do you need to reconsider any of the current program goals with your child's learning support team?