

BRIGHT STEPS

The AI Prompt Vault

Copy-and-paste prompts for parents, teachers, and principals — to help the kid,
not build a business.

Use these prompts with ChatGPT, Claude, or Gemini to write letters, plan
supports, calm meltdowns, prep for meetings, and understand what your kid
needs.

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Bright Steps provides parent support and educational planning tools only and does not replace professional educational, medical, or legal advice.

How to use every prompt

Step 1 — Open ChatGPT, Claude, or Gemini.

Step 2 — Paste the whole prompt. Fill in the [brackets] with your kid's real details.

Step 3 — Read the answer out loud. Change the words to sound like you before you send or use it.

Golden rule: AI is a helper, not a doctor or lawyer. Use it to draft, understand, and get unstuck — then check anything medical, legal, or IEP-related with a real professional.

FOR PARENTS

Prompts to help you understand your child, write the letters that get services, and get through the hard moments at home.

Understanding what your kid needs

Translate the report

Use when: You got an IEP, evaluation, or doctor's report and half of it doesn't make sense.

You are a warm, plain-language explainer. I'm the parent. I'm going to paste a section from my child's [IEP / evaluation / doctor's note]. Do three things:

- 1) Rewrite it in 5th-grade English so I actually understand it.
- 2) List what the school or provider is agreeing to DO, in plain steps.
- 3) Tell me 3 smart questions I should ask at the next meeting.

Here is the section: [paste text]

What is my kid trying to tell me?

Use when: The behavior keeps happening and you can't figure out why.

Act like a kind behavior specialist who believes every behavior is communication. My child is [age] and has [diagnosis or 'no diagnosis yet']. Lately they keep [describe the behavior]. It usually happens [when/where/with whom]. Give me:

- 1) 3 possible reasons my kid might be doing this (sensory, escape, attention, need).
- 2) 1 question I can ask my kid, in words a [age]-year-old understands.
- 3) 1 small thing I can try tonight to see if my guess is right.

Decode the diagnosis

Use when: The doctor said a word you had to Google in the parking lot.

Explain [diagnosis or term] to me like I'm a caring parent, not a clinician. Tell me: what it usually looks like day-to-day at [age], what it does NOT mean, what supports usually help at home and at school, and what I should ask the provider next. Keep it warm and 5th-grade level.

Letters that actually get services

Request an evaluation (IEP)

Use when: You want the school to test your child for services.

Write a short, firm, respectful letter from a parent to the school special education team requesting a full evaluation for my child under IDEA. Child's name: [name]. Grade: [grade]. School: [school]. I'm worried about: [reading / behavior / attention / speech / social / etc.]. Include: the date, that this is a written request, that I want to be part of the evaluation planning, and that I understand they have 60 days (or state timeline) to respond. Keep it under 200 words.

Ask for a BIP or FBA

Use when: The behavior at school is hurting your kid's day.

Write a parent letter asking the school to conduct a Functional Behavior Assessment (FBA) and develop a Behavior Intervention Plan (BIP) for my child. Child: [name], grade [grade]. What's happening at school: [describe]. How it's affecting learning: [describe]. Make it firm but not angry. Ask for a written response within 10 school days and a meeting to discuss.

504 accommodations request

Use when: Your kid doesn't qualify for an IEP but still needs supports.

Draft a letter from me to the school's 504 coordinator asking for a 504 plan for my child [name], grade [grade]. Diagnosis / condition: [x]. Accommodations I think would help: [list any you know]. Ask the school to schedule a meeting to review eligibility and build the plan. Keep it warm and short.

Disagree with the IEP

Use when: You just left an IEP meeting feeling steamrolled.

Write a follow-up email from me to the IEP team. I do NOT agree with parts of the IEP proposed on [date]. Specifically, I disagree with: [list]. I am asking that: [list what you want changed]. State clearly that I am not signing consent until we resolve these items and request a follow-up meeting within 10 school days. Professional, calm, and firm.

Ask the teacher for a check-in system

Use when: You need daily info without becoming 'that parent.'

Write a warm email from a parent to the classroom teacher asking to set up a simple daily home-school communication system for [child]. Suggest 3 easy options (a quick note, a shared Google doc, a 1-5 rating). Say I want to support what they're doing at school, not add work. Keep it under 150 words.

Getting through the hard moments

Right-now meltdown script

Use when: Your kid is losing it and you don't know what to say.

My child is [age] and having a meltdown right now about [trigger]. Give me 5 short things to SAY out loud, in order, using calm 'I see / I'm here / let's breathe' language. No lectures, no fixing yet. Then give me 3 things to DO with my body and voice while I say them. Kid words only.

After-the-storm repair

Use when: The meltdown is over, everyone is drained, you want to reconnect.

Write a short, gentle 'repair conversation' I can have with my [age]-year-old after a hard moment about [what happened]. Include: naming the feeling, saying what I noticed, taking my share of responsibility, and one small next-time plan we make TOGETHER. 5th-grade language. Keep it under 150 words.

Bedtime that doesn't end in tears

Use when: Bedtime is a battle every single night.

Build a step-by-step bedtime routine for a [age]-year-old who [describe: ADHD / autism / anxious / sensory / just plain wired]. Break it into 6-8 numbered steps starting 45 minutes before lights out. For each step, tell me: what to do, what to SAY, and what to skip. Include a wind-down transition and one small choice my kid gets to make.

Homework without World War III

Use when: Homework time turns into shouting or shutdown.

My [age]-year-old melts down at homework time. It usually looks like [describe]. Give me a 25-minute homework plan with: a 3-minute regulation start, work chunks with movement breaks, a body-double option, and a clear finish line so we both know when it's DONE. Include 3 kind sentences I can say when they get stuck.

Sibling war peace treaty

Use when: The siblings are constantly at each other.

My kids are [ages] and fight about [common triggers]. Give me a simple 'family peace plan': 3 house rules in kid-friendly language, a repair script when they fight, and one 10-minute daily thing I can do to fill both their cups so they fight less. Warm, real, not Pinterest-perfect.

Screen time transition

Use when: Turning off the tablet is a nightly disaster.

Write me a 3-step transition routine for getting my [age]-year-old off screens without a meltdown. Include exactly what to say 10 minutes before, 2 minutes before, and at the switch-off. Give a next-activity that's regulating, not just 'go do something else.'

Doctor, therapist & specialist visits

Prep for the appointment

Use when: The visit is tomorrow and you want to walk in prepared.

I have a [pediatrician / psychiatrist / therapist / neurologist] visit tomorrow for my [age]-year-old with [diagnosis or concern]. Give me: 5 things I should bring up, 3 questions I should ask, 1 thing I should NOT forget to mention (based on [current issue]), and a 1-paragraph summary of what's been happening that I can read aloud if I get flustered.

Write to the doctor between visits

Use when: Something changed and you need to get it in writing.

Draft a short message from me to my child's [doctor/therapist] describing what has changed since our last visit: [describe]. Include: when it started, how often it's happening, what we've tried, and what I'm asking for (evaluation / medication review / referral / call back). Under 200 words, warm, clear.

Second opinion request

Use when: Your gut says something is being missed.

Write a professional email asking for a second opinion from [type of specialist]. My child is [age] with [current diagnosis or 'no diagnosis']. What's been said so far: [summary]. Why I want another look: [reason]. Ask for records to be forwarded and next available appointment. Firm, not defensive.

FOR TEACHERS

Prompts to help you understand a student, communicate with families, and build supports that actually stick — without more paperwork than you can carry.

Read the IEP fast

Use when: You have 22 kids and 45 seconds to remember what this one needs.

Here is a student's IEP: [paste key sections]. In under 200 words, give me:

- 1) The 3 accommodations I MUST provide every day.
- 2) The signs this student is dysregulating.
- 3) What to try FIRST before I call for support.

Home-school communication opener

Use when: You want to build partnership with a hard-to-reach family.

Write a warm first email from a teacher to the parent of [student], grade [grade]. The goal: build partnership, not report problems. Include one specific thing I noticed the student did well this week, my communication preference, and an open question about how they want to be looped in. Under 120 words. No jargon.

The tough parent conversation

Use when: You need to raise a real concern without making the parent defensive.

Help me plan a phone call to [student]'s parent about [specific behavior or learning concern]. Give me: a warm opener, one sentence stating the concern using observable words only (no labels), 2 things the child does WELL that I lead with, and a 'what would help from home?' question. End with a next step we take together. No blame.

Classroom behavior support plan

Use when: One student's behavior is derailing the class and you need a plan today.

A student in my [grade] class is [describe behavior]. It's most likely to happen when [triggers]. Build me a 1-page classroom support plan with:

- 1) 3 environmental changes I can make this week.
- 2) A 4-step response plan when behavior happens (calm, redirect, teach, follow-up).
- 3) A simple data-tracking method that takes under 30 seconds per incident.

Differentiate the lesson

Use when: You want the neurodivergent kids to actually access the lesson.

Take this lesson objective: [paste]. Show me how to teach it three ways: one for a student who learns best by moving, one for a student who freezes with too much text, and one for a student who needs a visual anchor. Keep each version to under 100 words.

De-escalate in the moment

Use when: A student is escalating and you need words NOW.

Give me 5 short sentences a teacher can say to a dysregulated [age]-year-old who is [describe: shutting down / yelling / running / crying]. No lectures. No 'calm down.' Include one non-verbal move I can make with my body and one phrase that lets the student save face.

Repair after a hard day

Use when: The morning went sideways and you want to reset with the student.

Write a short, kind 1:1 script a teacher can use with [student] to repair after [what happened]. Include: naming what I saw (no labels), taking my share ('I could have...'), asking what they needed, and one tiny plan for tomorrow. 5th-grade language, under 120 words.

Email the IEP team

Use when: You need to loop in the case manager without writing a novel.

Draft a short email from a general ed teacher to the special ed case manager. Student: [name]. What's working: [1 thing]. What's not: [1 thing]. What I've tried: [list]. What I need from the team: [meeting / adjustment / observation]. Under 150 words, respectful, action-oriented.

FOR PRINCIPALS & ADMINISTRATORS

Prompts to help you lead teams around a struggling student, respond to families with heart, and make decisions that put the kid first.

Response to an upset parent

Use when: A parent just sent a hard email and you have to answer today.

Draft a principal's reply to a parent email that says: [paste parent email]. The reply should: acknowledge the feeling first (not defend), name what I actually heard, state what I will do THIS week, and offer a meeting time. Warm, human, no legal-speak. Under 200 words.

Prep for the family meeting

Use when: You are walking into an IEP / manifestation / suspension meeting.

I'm the principal walking into a [type] meeting for [student], grade [grade]. The family is worried about [issue]. Give me:

- 1) A 3-sentence opening that centers the child, not the school.
- 2) 3 questions I should ask the parent (not the team).
- 3) One phrase to use when the conversation gets heated.
- 4) One commitment I can make in the room without over-promising.

Rethink a discipline decision

Use when: You want to lead with the kid, not the policy.

A student, age [age], grade [grade], with [disability / trauma history / 'no known history'], did [what happened]. Before I default to the discipline matrix, help me think through: what need might this behavior have been meeting, what supports the student is missing right now, what the least-restrictive response would be, and how I explain that response to staff and family.

Coach a struggling teacher

Use when: A teacher is losing patience with a hard-to-reach student.

Help me plan a supportive 1:1 with a teacher who is frustrated with [student]. Include: how I open without shame, one question I ask about the teacher's own capacity, 3 specific supports I can offer this week, and one boundary I hold (this student is not going to be pushed out). Warm and firm.

Team huddle around one kid

Use when: You need to get everyone rowing the same way for one student.

Give me an agenda for a 30-minute problem-solving meeting about one struggling student. Include: 5 minutes of what's WORKING, 5 minutes of what's not, 10 minutes of root cause (what might the child be needing?), 8 minutes of 'who does what by when,' and 2 minutes of how we tell the family. Formatted as a step-by-step list.

Say sorry when the school got it wrong

Use when: Sometimes the right move is a real apology.

Draft a short, human letter from a principal to a family, acknowledging that [what happened] was not okay and that the school should have done better. Include: what specifically I'm sorry for, what we are changing, and how I want to earn back their trust. No legal hedging. Under 200 words.

HELPING THE KID DIRECTLY

Sometimes the kid needs the words, not just the adults. These prompts help you draft social stories, coping scripts, and self-advocacy language for the child.

Social story for a hard thing

Use when: Your kid is scared of something coming up.

Write a first-person social story for a [age]-year-old who is worried about [event: dentist, new school, sleepover, fire drill, etc.]. Use short sentences, 'I might feel...', 'I can...', and one calming ending line. 5-8 sentences total. Kid words only.

Coping card for the backpack

Use when: Your kid needs something to hold onto when you're not there.

Make a wallet-sized coping card for a [age]-year-old who struggles with [anxiety / anger / overwhelm]. Include: 3 body cues that mean 'I'm getting big feelings,' 3 things I can DO in under 2 minutes at school, and 1 sentence I can say to an adult to ask for help. Kid words. Under 80 words total.

Self-advocacy script

Use when: You want your kid to be able to speak up at school.

Write 3 short sentences a [age]-year-old can say to their teacher when they need [a break / help understanding / to use their fidget / to go to the calm corner]. Simple words. Not rude, not begging. Confident.

Explain the diagnosis to your kid

Use when: It's time to tell your kid the word out loud.

Help me explain [diagnosis] to my [age]-year-old in a way that is honest, not scary, and doesn't make them feel broken. Include: what it means in kid words, what it does NOT mean, what makes their brain awesome, and one thing we can do together this week. Under 200 words.

Feelings vocabulary builder

Use when: Your kid only has 'good' and 'mad' — and everything is 'mad.'

Give me 10 feelings words a [age]-year-old can learn this month, each with:

- 1) A simple kid-friendly definition.
- 2) A one-sentence example of when we might feel it.
- 3) One thing we can DO when we feel it.

Making every AI answer sound like YOU

The prompts do the heavy lifting. Your voice makes it real. After any AI answer, paste it back with this follow-up:

Sound like me

Use when: You've got the draft but it feels stiff.

Rewrite the answer above in a warmer, plainer voice. Read at a 5th-grade reading level. Short sentences. Speak TO me (the parent/teacher/principal) ABOUT [the child]. Never say 'transform your behavior' – I'm not the one with the behavior. Swap fancy words for kid-and-parent words. Keep it under [X] words.

A quick reminder

You know your kid, your student, or your school better than any AI ever will. Use these prompts to save time and get unstuck — then edit until it sounds like someone who actually loves this child wrote it. Because you do. And you did.

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