

Meeting Day (IEP / 504)

Walk in ready. Walk out with something in writing.

10 PRINTABLE PAGES IN THIS KIT

The Behavior GPS Method™ — the 4 moves on every page

1. SPOT THE CLUE — What is the behavior telling you?
2. NAME THE NEED — Say the need out loud before the rule.
3. RUN MONAE'S 3 STEPS — Stop. Breathe. Say what I need.
4. TRACK THE CHANGE — Write what happened. That is your proof.

How to use this kit

- Print it. Do not read all of it tonight.
- Pick the ONE page that matches tonight.
- Put that page on the fridge.
- I DO: you model it. WE DO: you practice it together on a calm day.
- YOU DO: your child tries it alone. Use one page for a week.

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Line-by-line meeting talk track

What to say, in order, from hello to sign-off.

DO THIS

1. Open warm: “Thank you for meeting. We all want the same thing.”
2. State your concern in two sentences and hand out your summary.
3. Ask them to walk through the data they collected.
4. Ask for what you want, by name, one item at a time.
5. Close by repeating what was agreed and who does it by when.

SAY THIS

“I want to work with you, and I need this in writing.”
“So the plan is ... by [date]. Did I get that right?”

1 STOP

Hands still. Feet still.

2 BREATHE

In through the nose, out slow.

3 SAY WHAT I NEED

Use your words, not your body.

PRACTICE IT ON A CALM DAY

I DO: I show you. I say the 3 steps out loud.

WE DO: We do the 3 steps together, slow.

YOU DO: You try the 3 steps on your own.

Questions-to-ask list

The questions that change the answer.

DO THIS

1. “What data do you have, and over how many weeks?”
2. “What happens right before the behavior at school?”
3. “What supports has he had, and did they work?”
4. “What would it take for the team to agree to an evaluation?”
5. “Who is responsible for each step, and by what date?”

SAY THIS

“Can we write that answer into the notes, please?”

1 STOP

Hands still. Feet still.

2 BREATHE

In through the nose, out slow.

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Note-taking sheet

Capture the promises while they are being made.

DO THIS

1. Write who is in the room and their role.
2. Draw three columns: what was said, who said it, by when.
3. Write promises word for word.
4. Star anything you disagree with.
5. Read your starred items out loud before the meeting ends.

SAY THIS

"Before we close, I want to read back what I wrote."

1 STOP

Hands still. Feet still.

2 BREATHE

In through the nose, out slow.

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SMART goal template

Turn vague goals into measurable ones.

DO THIS

1. Specific: what exactly will your child do?
2. Measurable: how many times, out of how many chances?
3. Achievable: is this a next step, not a dream step?
4. Relevant: does it help the real problem?
5. Time-bound: by what date, checked how often?

SAY THIS

“Given a break card, he will request a break in 4 of 5 chances by May 1, measured weekly.”

1 STOP

Hands still. Feet still.

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Accommodations cheat sheet

Know what to ask for by name.

DO THIS

1. Extra wait time (10 seconds) after a direction.
2. Movement breaks scheduled, not earned.
3. Break card and a named calm spot.
4. Directions given one step at a time, plus written.
5. Advance warning of schedule changes and substitutes.
6. Preferential seating away from the door and noise.
7. Reduced or chunked assignments.
8. Check-in / check-out with one trusted adult.

SAY THIS

"I would like scheduled movement breaks added to the plan."

1 STOP

Hands still. Feet still.

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“If they say no” scripts

The polite lines that keep the door open.

DO THIS

1. Stay calm and slow your voice down.
2. Ask for the reason in writing.
3. Ask what data would change the answer.
4. Name the next step yourself.
5. Never sign at the table if you are unsure.

SAY THIS

“I understand. Please put the refusal and the reason in writing.”

“I would like to take this home before I sign.”

1 STOP

Hands still. Feet still.

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Parent concerns statement builder

Get your words into the official document.

DO THIS

1. Write three sentences at home before the meeting.
2. Sentence 1: what is happening and how often.
3. Sentence 2: how it affects learning.
4. Sentence 3: what you are asking for.
5. Ask that it be entered word for word under Parent Concerns.

SAY THIS

“Please enter this under Parent Concerns exactly as written.”

1 STOP

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Draft-goal review checklist

Spot the weak goals before you sign.

DO THIS

1. Does it have a number in it?
2. Does it say how it will be measured?
3. Does it have a date?
4. Could two different adults score it the same way?
5. Does it match the behavior that is actually happening?

SAY THIS

“This goal has no number. Can we add one?”

1 STOP

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Post-meeting summary email

Put their promises in writing that same day.

DO THIS

1. Send it within 24 hours, to everyone who attended.
2. Thank them in one line.
3. List what was agreed, with names and dates.
4. List anything still open.
5. Ask for corrections within three days.

SAY THIS

“Here is my summary of today. Please correct anything I got wrong.”

1 STOP

Hands still. Feet still.

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Meeting-day prep timeline

What to do 2 weeks, 1 week and 1 day before.

DO THIS

1. 2 weeks: request the draft documents and your child's records.
2. 1 week: print your logs, summary and concerns statement.
3. 3 days: write your three asks in order of importance.
4. 1 day: pack the folder, charge your phone, arrange childcare.
5. Day of: eat, arrive early, bring a support person.

SAY THIS

"Please send the draft goals one week before the meeting."

1 STOP

Hands still. Feet still.

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