

Organizing your concerns will help you to be a more effective advocate for your child. Use a chart to describe specific concerns about your child's problems in school.

A Guide to Using the Worksheet

**Column 1:** Briefly list the concerns you have about your child's problems in school.

**Column 2:** What evidence, data, or observation can you provide to support your concern?

**Column 3:** Identify any condition that you think may be related to or contributing to your concern.

**Column 4:** What would like to ask the district to do? Is there a service or accommodation that might help your child?

- Changes in presentation, such as:
  - repeat directions
  - read aloud,
  - larger bubbles on answer sheets
  - prep time prior to instruction
- Changes in response, such as:
  - mark answers in book,
  - use reference aids
  - point
- use of computer
- Changes in timing/scheduling, such as:
  - extended time
  - frequent breaks
- Changes in setting, such as:
  - study carrel
  - special lighting
  - separate room

**Column 5:** If you have had any discussions with school personnel, note any agreements you have reached with them, who made the agreement and when.

Concerns	Indications of Problems	Factors that Might be Related to the Problem	Interventions, Accommodations or Special Services Needed	Agreements Reached
Reads slowly and confuses words when reading	Teacher's notes and report cards mention the problem	Wears glasses and may not be able to see the words well	Extra time for reading or Reading remediation	Teacher agreed on 3/16 to provide extra help in reading while waiting for assessment
Mispronounces words when reading aloud	Tape recording		Extra phonics assistance	
Has problems getting organized to do homework	Forgets assignments, can't find paper and pencil, can't focus	Seems very disorganized	Homework, planner and system to help her remember assignments; extra set of books at home, desk organizer	On 3/16 I agreed with teacher to help her get started on assignments
Has problems with spelling, doesn't recognize root words	Poor grades, teacher's notes, spelling tests	May stem from reading problems	Tutor for spelling?	Teacher agreed on 3/16 to give additional spelling instruction



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