SPECIAL EDUCATION MEETING PREP

A Three-Week Runway for Prepared Meetings

Part of the
Special Education Caseload Command Center

3 WEEK MEETING RUNWAY

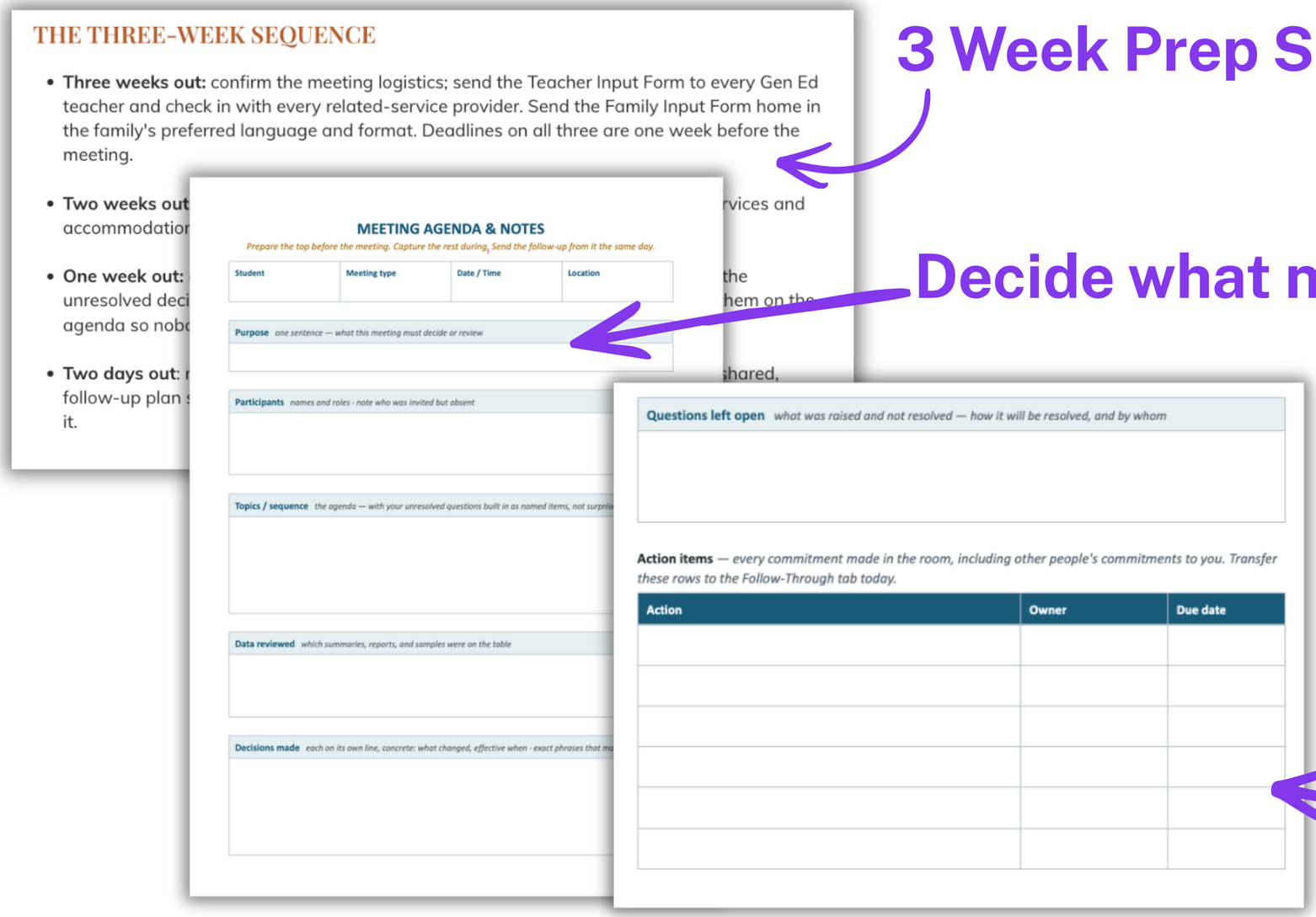
TEACHER INPUT FORM

FAMILY INPUT FORM

PROGRESS SUMMARY

MEETING AGENDA & NOTES

PREPARE FOR MEETINGS



THE THREE-WEEK SEQUENCE

- **Three weeks out:** confirm the meeting logistics; send the Teacher Input Form to every Gen Ed teacher and check in with every related-service provider. Send the Family Input Form home in the family's preferred language and format. Deadlines on all three are one week before the meeting.
- **Two weeks out**
- **One week out:**
- **Two days out:**

MEETING AGENDA & NOTES

Prepare the top before the meeting. Capture the rest during. Send the follow-up from it the same day.

Student	Meeting type	Date / Time	Location

Purpose *one sentence — what this meeting must decide or review*

Participants *names and roles · note who was invited but absent*

Topics / sequence *the agenda — with your unresolved questions built in as named items, not surpris*

Data reviewed *which summaries, reports, and samples were on the table*

Decisions made *each on its own line, concrete: what changed, effective when · exact phrases that ma*

Questions left open *what was raised and not resolved — how it will be resolved, and by whom*

Action items *— every commitment made in the room, including other people's commitments to you. Transfer these rows to the Follow-Through tab today.*

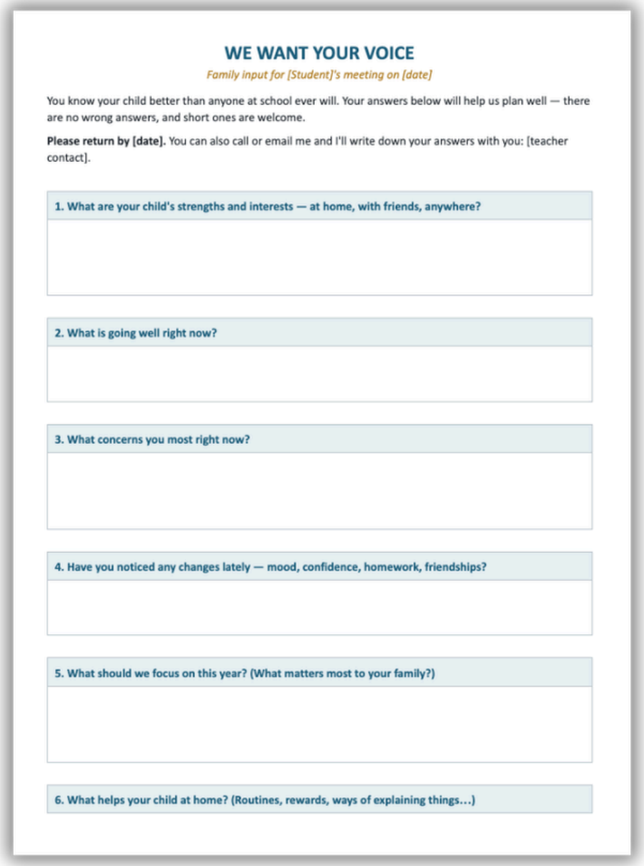
Action	Owner	Due date

3 Week Prep Sequence

Decide what needs to be discusseed

Record the decisions

FORMS TO HELP PREPARE



WE WANT YOUR VOICE

Family input for [Student]'s meeting on [date]

You know your child better than anyone at school ever will. Your answers below will help us plan well — there are no wrong answers, and short ones are welcome.

Please return by [date]. You can also call or email me and I'll write down your answers with you: [teacher contact].

1. What are your child's strengths and interests — at home, with friends, anywhere?

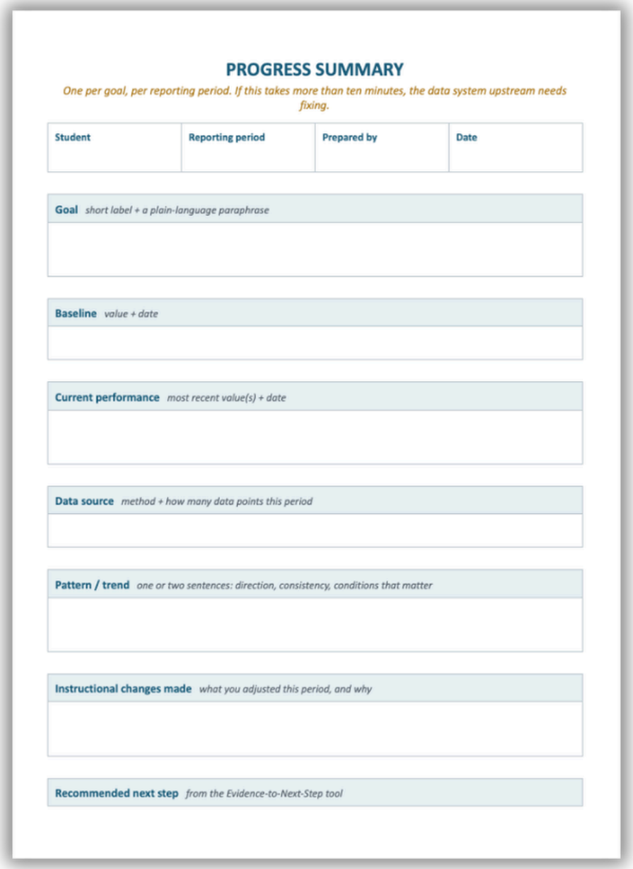
2. What is going well right now?

3. What concerns you most right now?

4. Have you noticed any changes lately — mood, confidence, homework, friendships?

5. What should we focus on this year? (What matters most to your family?)

6. What helps your child at home? (Routines, rewards, ways of explaining things…)



PROGRESS SUMMARY

One per goal, per reporting period. If this takes more than ten minutes, the data system upstream needs fixing.

Student	Reporting period	Prepared by	Date

Goal *short label + a plain-language paraphrase*

Baseline *value + date*

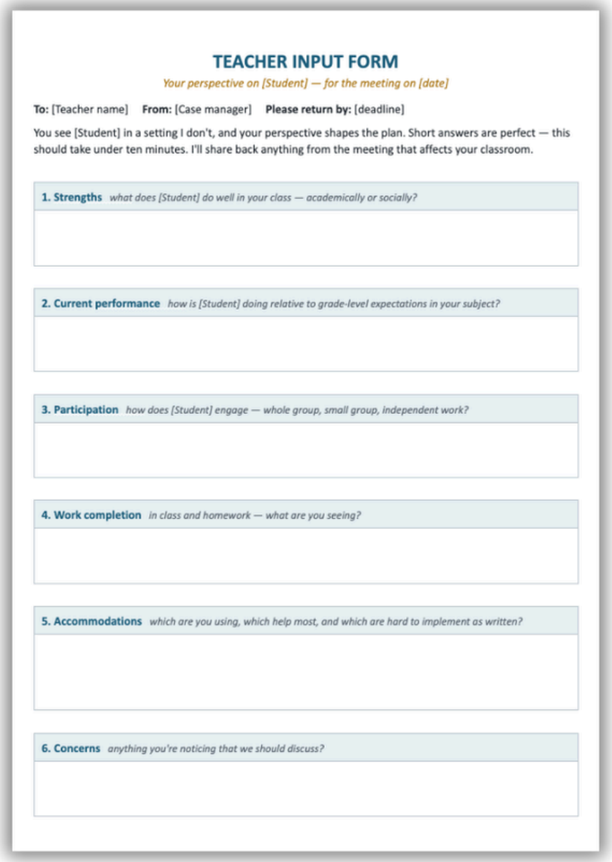
Current performance *most recent value(s) + date*

Data source *method + how many data points this period*

Pattern / trend *one or two sentences: direction, consistency, conditions that matter*

Instructional changes made *what you adjusted this period, and why*

Recommended next step *from the Evidence-to-Next-Step tool*



TEACHER INPUT FORM

Your perspective on [Student] — for the meeting on [date]

To: [Teacher name] **From:** [Case manager] **Please return by:** [deadline]

You see [Student] in a setting I don't, and your perspective shapes the plan. Short answers are perfect — this should take under ten minutes. I'll share back anything from the meeting that affects your classroom.

1. Strengths *what does [Student] do well in your class — academically or socially?*

2. Current performance *how is [Student] doing relative to grade-level expectations in your subject?*

3. Participation *how does [Student] engage — whole group, small group, independent work?*

4. Work completion *in class and homework — what are you seeing?*

5. Accommodations *which are you using, which help most, and which are hard to implement as written?*

6. Concerns *anything you're noticing that we should discuss?*



My name is Cathy White, Ed.D., and I'm the creator behind Pathwise Works. I've spent 25+ years in education, and I build frameworks and systems to help educators have **more time** to actually teach.

Work smarter, not harder!

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