

Education decision checklist

Identify the decision before choosing the next step.

1 Name the decision

Write down the exact decision you need explained, reviewed or made. Separate it from the wider history.

2 Identify responsibility

Who made the decision? Who can explain it? Ask which policy or process applies and whether a written decision is available.

3 Organize the record

Make a short timeline. Distinguish what you observed, what someone told you and what remains uncertain. Keep relevant records together.

4 Check the route and timing

Ask about the next review or complaint step and any deadline. An informal conversation or mediation does not automatically extend a formal deadline.

5 Make a clear request

State the practical change or explanation you are seeking, why it matters for the student and what information would help resolve it.

6 Set a review point

Record agreed actions, who is responsible and the next contact date. Check what happened before escalating or starting again.

Further reading

[Ontario: Individual education plans](#)

[Ontario: Identifying students with special education needs](#)

General preparation information, not legal advice. Keep personal notes secure.