

School meeting preparation

A short agenda helps keep a difficult conversation focused.

1 Before the meeting

Confirm its purpose, participants and length. Ask what material will be discussed and arrange any communication or accessibility supports.

2 Choose three priorities

Begin with the child's strengths. List the most pressing barriers and a concrete example of each. Keep unrelated issues for a separate discussion.

3 Prepare useful questions

What support is being used? Who is responsible? What does progress look like? When will we review it? Which questions need a different decision-maker?

4 During the meeting

Ask for unfamiliar terms to be explained. Check your understanding before responding. Request a break if you need time to think.

5 Close with next steps

Read back the actions, responsibilities and dates. Clarify any disagreement without implying that silence means consent.

6 After the meeting

Send a short factual follow-up through the agreed school channel. Invite corrections, save the response and revisit the actions at the agreed time.

Further reading

[Ontario: Individual education plans](#)

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