

# KEYS TO SUCCESS

## Educational Planning Meetings

*Educational planning meetings are great opportunities for you to practice self-determination skills and have greater say in your life.*

### ASK FOR AN EDUCATIONAL MEETING

When you need to talk to your teacher, counselor, or another adult about something, ask for a meeting.

#### BEFORE THE MEETING

### PREPARE FOR ANY MEETING BY KNOWING THE 5 Ws:

- **Why** you are meeting and how the meeting will benefit you
- **Who** will be there
- **When** the meeting will happen
- **What** you will say and do
- **Where** the meeting will happen and how to get there

### KNOW YOUR RIGHTS & WHAT'S IN YOUR PLAN

Students with disabilities: Learn about your rights and what's in your plan.

### REVIEW YOUR PLAN

Students with disabilities: Review your current plan before your next IEP or 504 meeting.

### TALK TO YOUR SUPPORT PERSON ABOUT HOW TO PARTICIPATE

This person can help you put your plan into action during the meeting. For example, she could signal to you when it's a good time to share your thoughts and ideas.

### PRACTICE WHAT YOU WILL SAY

You may want to practice in front of a trusted adult, such as a parent or teacher. They can give you feedback and support you during the meeting.

### ORGANIZE AND BRING ANY MATERIALS YOU NEED

If you have prepared notes, a profile, PowerPoint, or other materials make sure they are organized and easy for you to use during the meeting.

#### DURING THE MEETING

### LISTEN FOR UNDERSTANDING

Be open to other thoughts and ideas. Maintain focus on what is being said. Pay attention to both verbal and non-verbal messages. Listen for what is behind what is being said. Remember, everyone is there because they want to see you succeed.

### WAIT FOR A PAUSE IN CONVERSATION TO SAY SOMETHING

### ASK FOR A BREAK OR ASK TO LEAVE IF YOU NEED TO

