

****Important****
Intake Meeting Checklist

An important part of this process is to be as organized and up to date about your child as possible. To that end we request you gather and bring the following:

CONTACT information is important. Start with your *school and district* and include the following information on all persons currently involved with your child.

- √ Title/Role
- √ Name
- √ Address
- √ Phone
- √ Fax
- √ Email address

DATA should be copied and ordered chronologically. It should include the following:

- √ Special Education File
- √ Star Testing and Report Cards from your child's general education file
- √ Reports/Evaluations from outside providers
- √ School and other relevant correspondence, i.e. letters and emails

If you do not have your child's Special Education File, it will need to be requested in advance by writing or by visiting your District Office. Ask if you can do anything to expedite the request. Offer to help copy the file if need be and you will get the information you need much more quickly. The same for your general education file.

Hole-punch and file all document copies in a large three-ring notebook, to be left with our office. Please do not put documents in plastic sleeves.

We highly recommend you create a binder for yourself with the originals