

Special Education Acronyms

ADR Alternative Dispute Resolution
APE Adaptive Physical Education
ASD Autism Spectrum Disorder
BSP Behavior Support Plan
CAC Community Advisory Committee for Special Education
CEC Counseling Enriched Classroom
COE County Office of Education
DHH Deaf Hard of Hearing
ESN Extensive Support Needs
ESY Extended School Year
FAPE Free and Appropriate Public Education
FIEP Facilitated Individual Education Plan
ID Intellectual Disability
IDEA Individuals with Disabilities Education Act
ISP Individual Service Plan
LRE Least Restrictive Environment
MMSN Mild to Moderate Support Needs
NPS/NPA Non Public School/Agency
OHI Other Health Impaired
O&M Orientation & Mobility
OT Occupational Therapy
PLOP Present Levels of Performance
PT Physical Therapy
RSP Resource Specialist Program
SDC Special day Class
SELPA Special Education Local Plan Area
SLI Speech and Language Impairment
SST Student Success Team
TBI Traumatic Brain Injury
VI Visual Impairment

School Age Program

For concerns about students who are currently enrolled in Kindergarten or above, contact your child's school administrator or call the WCCUSD Special Education Local Plan Area office:
(510) 307-4630

Early Intervention Services

For concerns about infants, toddlers and preschoolers - contact Cameron School:
(510) 231-1445

Elementary Director of Special Education & Program Specialists:

(510) 307-4640

Secondary Director of Special Education & Program Specialists:

(510) 307-4641

Special Education Parent Liaison:

(510)307-4669

West Contra Costa Unified School District

Special Education Local Plan Area



Preparing for Your Child's IEP



A guide for parents and guardians of students receiving special education services through an Individualized Education Plan

Phone (510) 307-4630

Notice of Meeting

You've received an invitation to attend your child's Individualized Education Plan meeting. This may be an initial IEP (your child's first), an annual, a triennial or an addendum IEP. The invitation will state the proposed date and time, list the people expected to attend, and ask for your response.

Attendance

As an integral member of your child's IEP team, you know your child best, and your attendance is extremely important. If the date or time is inconvenient, you can ask to reschedule. You can also indicate on the invitation that you intend to bring other participants or that you need an interpreter.

Excusal Form

If an IEP member can't attend all or part of the meeting, you will be asked if you excuse their absence by signing an excusal form. If you feel they need to be in attendance, you can ask that additional meeting arrangements be made.

Assessments and Eligibility



If this is an initial IEP meeting, the team will begin by presenting assessment results and discussing eligibility.

There are many ways in which you can prepare for an IEP meeting:

If your child had a previous IEP, take some time to review the goals and progress reports.

Ask to see any drafts of reports ahead of the meeting so you'll have time to review them. Write down any questions about the results.

Write down additional questions:

Make a list of any accommodations or supports you may want to discuss. IEP meetings can be stressful with so much information presented at once, it's easy to forget what you were planning to ask.

Consider Preparing a Binder of Work Samples and Reports:

Bring any work samples you want to discuss. Also bring any reports you want to share with the team, from other teachers, outside agencies, physicians, etc.

Share Your Child's Strengths and Interests:

Be prepared to share your child's strengths and interests, IEP meetings can feel like a long list everything your child can't do. Sharing your child's interests can help IEP team members collaborate and create meaningful goals.



Measurable Annual Goals:

Prepare to discuss any goals you want included in the IEP.

IEP Notes:

A team member will be assigned to take notes, however you or a friend or family member may want to take notes as well. The IEP team notes will be a documented part of the meeting. If you need clarification, ask that the notes be read back to you before the meeting ends.

Your Consent:

By signing that you consent to the IEP as written, it will be fully implemented. If there are parts of the IEP you do not agree with, you can sign that you give your consent for *only* the parts with which you agree, so that those portions can be implemented without delay.

Request to Audio Record:

You may audio record the meeting as long as you give 24 hours advance notice.

Updates:

Share any updates including your contact information or a change of address, and any changes to your child's health.

The more prepared you are for each IEP meeting, the more you can accomplish as a team for the success and benefit of your child.