

ATTORNEY TIP SHEET #2

WHAT DO I DO IF MY SCHOOL WON'T FOLLOW MY CHILD'S IEP/504 PLAN?

I. STEP ONE: UNDERSTAND WHAT IS ON THE PLAN

Get a copy of the plan and read it carefully. The school is only responsible for providing what is on the plan.

Tip: Work to make sure the plan is written in **clear and concrete terms**. For example, physical therapy can be provided in a variety of ways, including one-to-one, in small group settings, in the classroom, or in a therapy room. Make sure the plan states with detail what is supposed to be provided.

II. STEP TWO: TALK WITH THE RIGHT PERSON

Contact the teacher/staff responsible for the part of the plan that is not being followed and discuss with them. Try to work out a strategy for implementing the plan with the responsible staff.

Tip: Incorporate a way to measure whether the plan is being followed. This can include regular reports to the parent about progress or the provision of a service, or targeted data collection methods.

III. STEP THREE: ASK FOR A MEETING

When issues cannot be resolved through informal discussions with school staff, **ask for an IEP or 504 team meeting**. All staff necessary to resolve the issue should attend the meeting.

Tip: You may ask for a meeting even if you have already had an IEP meeting during the year. At this meeting you can add services to the IEP or change unclear language.

If your school does not respond to your request for a meeting or refuses to give you a meeting you should **put the request in writing**. Two weeks is generally a reasonable time for the school to respond to your letter. If a meeting is still not provided, you should contact the Ohio Department of Education (ODE) and ask that ODE staff call your school on your behalf to help you get a meeting.

Tip: Contact your district's special education coordinator or director to request a meeting. Your school board office can tell you who coordinates special education for your school district. **See Sample Letter # 1-Requesting an IEP/504 meeting**.

Agreed upon changes to the plan must be written in the plan. If the school does not agree with your requested change, you should **seek support for your position**.