



You can prepare for your young adult's transition planning meeting in many ways. The lists below highlight some activities to complete ahead of time and materials to bring with you to the meeting.

## **DO AHEAD OF TIME**

### *Prepare documentation:*

- ☐ Prepare questions for the team; list in order of priority.
- ☐ Complete **Activity 3-3: Goal Plan** or create a document with the goals you and your child have for their future.
- ☐ Prepare a preliminary list of services you think may be appropriate.

### *Review background information:*

- ☐ Review your child's previous IEPs.
- ☐ Review the results of any assessments done since the last IEP meeting.
- ☐ Review your rights and the laws related to transition planning.

### *Determine logistics – attendees and location:*

- ☐ Find out who will be attending the meeting.
- ☐ Invite additional participants (any individuals you think may be helpful, including advocates or representatives from service agencies).
- ☐ Confirm meeting time and location.

### *Prepare with your young adult:*

- ☐ Discuss the meeting with your child, addressing their questions and how they can be involved at the meeting.
- ☐ Review the background information with your child.
- ☐ Practice any skills your child may need help with.
- ☐ Prepare a PowerPoint presentation/video message (optional) that your child can share about their interests and goals.

### *Set goals and have a strategy:*

- ☐ List what you want to have accomplished by the end of the meeting.



## HANDOUT 3-1: Preparing for the Transition Planning Meeting

### BRING TO THE MEETING

- ☐ List of questions.
- ☐ **Activity 3-3:** *Goal Plan* or goals for your child.  
Notebook and pen.
- ☐ Recording device (find out if you need permission from the school to record the meeting).
- ☐ Any recent assessments or reports on your child that may be useful.
- ☐ Any articles or other research that may help the team understand your child's needs better.
- ☐ Copy of the latest IEP document.
- ☐ PowerPoint presentation and/or other prepared materials.