



School Support Meeting Checklist

For Parents of Children with ASD

By Autism Goals – ASD School Advocates

Before the Meeting – Gather Important Documents

- Latest school reports
- Previous IEP / Personalised Learning Plan
- Behaviour support plans (if applicable)
- Therapy reports (OT, Speech, Psychologist, etc.)
- NDIS plan (if relevant)
- Emails or written communication from the school
- Your own notes about concerns

Clarify Your Goals

- What are my top 3 concerns right now?
- What is not working for my child?
- What would success look like this term?
- What support does my child need to feel safe and included?

During the Meeting – Key Questions

- What adjustments are currently in place?
- How are these adjustments being monitored?
- Are they working? How do we know?
- Is my child achieving at their level?
- What additional supports are available?
- How will progress be measured?
- How is my child coping socially?
- What supports are in place during recess and lunch?
- How are meltdowns or overwhelm handled?
- Who is my main point of contact?
- How will updates be shared?
- How often will we review this plan?

Know Your Rights (Australia)

- Your child has the right to reasonable adjustments.
- Schools must provide support under the Disability Standards for Education.
- You can request written documentation of agreed adjustments.
- You can request another meeting if concerns are not addressed.

Before You Leave the Meeting

- Confirm what has been agreed upon.
- Ask for written documentation.
- Confirm review date.
- Clarify who is responsible for each action.

After the Meeting

- Email a summary of what was discussed (creates a record).
- Monitor whether agreed supports are implemented.
- Keep a communication log.
- Follow up if timelines are not met.

You are your child's strongest advocate.

Preparation builds confidence — and confidence changes conversations.

For additional advocacy support, visit www.autismgoals.com.au