



Information



Advice



Support

Meeting Planner

Special Educational Needs
and Disability Information,
Advice & Support Service

sendiass

What do you see as the important issue?	The agreed action	Who will action and when?
1.		
2.		
3.		
4.		

Check your notes with school before you leave your meeting. Does this record match theirs?

REVIEW: how will this meeting be reviewed? Date and time of next meeting if required