



Communication Options for Families

Options available if you have questions or disagree with a decision made by the school

Name of Child / Student

WHO CAN I TALK TO?

SPECIAL EDUCATION TEACHER
 Name:
 Phone:
 E-mail:

SPEECH / LANGUAGE
 Name:
 Phone:
 E-mail:

PHYSICAL THERAPY
 Name:
 Phone:
 E-mail:

OCCUPATIONAL THERAPY
 Name:
 Phone:
 E-mail:

DIRECTOR OF SPECIAL EDUCATION
 Name:
 Phone:
 E-mail:

**DEPARTMENT OF INSTRUCTION (DPI)
 Family Engagement & Special Education Team**
 Name: Daniel Parker
 Phone: (608) 266-1781
 E-mail: daniel.parker@dpi.wi.gov
 Name: DPI Special Education Team
 Phone: (608) 266-1781
 Website: sped.dpi.wi.gov/sped_hmstaff

LOCAL CONTACTS
 Problem solving locally gives families and school districts shared input over the outcomes for children

FAMILY ENGAGEMENT CONTACT
 Chippewa Area Unified School District
 Coordinator and Liaison
Lauri Malnory
 office: (715) 726-2785 ext. 3030
 cell: (715) 828-1685
malnorlr@chipfalls.org

REGULAR EDUCATION TEACHER
 Name:
 Phone:
 E-mail:

SCHOOL PSYCHOLOGIST
 Name:
 Phone:
 E-mail:

ADMINISTRATOR / PRINCIPAL
 Name:
 Phone:
 E-mail:

OTHER CONTACTS / SERVICES
 (Example: School Nurse, Counselor, etc.)
 Name:
 Phone:
 E-mail:
 Name:
 Phone:
 E-mail:
 Name:
 Phone:
 E-mail:

MEDIATION & FACILITATED IEP INTAKE COORDINATOR
 Name: Jane Burns
 Phone: (888) 298-3857
 E-mail: jane@wsems.us
 Website: wsems.us





Communication Options for Families

Options available if you have questions or disagree with a decision made by the school

Families and schools have a 'built-in' partnership with the child as the focus. This partnership will grow when parents and school staff work together. Disagreements may happen, but working together improves the child's education.

What can I do if questions or concerns arise?

STEP 1: Families are encouraged to talk directly with the people involved as soon as possible (see Local Contacts on the opposite side of this form)

STEP 2: Call to schedule an informal meeting to discuss the situation

STEP 3: Prepare for the meeting by making a list of concerns and possible solutions.

What can I do in the meeting?

- Identify student strengths and acknowledge what is working
- Identify concerns of families and educators
- Use active listening in order to understand the other person's perspective

- Ask questions or restate ideas so the team has a clear understanding
- Work together to suggest some possible options to resolve the concerns
- Analyze all of the options to see if you can find areas of agreement
- Discuss what should happen next

What if my concerns are not fully resolved in the meeting?

- Request a break or ask the IEP team to meet again and consider including additional team members.
- Call others for suggestions on possible future action (see Communication Options for Families chart on opposite side of this form).

Problem solving at the school level gives families and school districts more collaborative options on outcomes for children.

NEXT STEPS

What can be done if these attempts at solving problems don't work?

- **Facilitated IEP:**
An option for early conflict resolution Wisconsin has chosen to make available to families and schools. A neutral, trained professional helps the IEP team with the IEP process. sped.dpi.wi.gov/sped_wsems
- **Mediation:**
An option for early conflict resolution available at no cost to families and schools. A mediator helps families and schools work toward resolution on special education conflicts/issues.
sped.dpi.wi.gov/sped_wsems

- **IDEA State Complaints:**
Anyone who believes a school district violated state or federal special education law has the right to file a complaint with DPI. More information at: sped.dpi.wi.gov/sped_complain
- **Due Process Hearings:**
Parents, adult students, and schools districts have the right to request due process hearings for special education disputes. More information at: sped.dpi.wi.gov/sped_dueproc

NOTE

Access to WSPEI Family Engagement Coordinators and the WI Mediation System are provided at no cost to parents.