



1. Collect Documentation

- Contact your child's school
 - Request a complete cumulative copy of your child's file.
 - School evaluations and assessments
 - Health Records (school nurse)
 - Teacher or school reports (progress reports)
 - IEP's
 - Discipline records, attendance records
- Medical evaluations and assessments (Doctor, Therapists)
- Written documentation of all correspondence letters, email, via phone and in person
- For help writing letters or documenting your issues call MPACT at 800-743-7634 or visit:
<http://ptimpact.org/eSource/eSource.aspx>

2. Organize this information and keep it up to date.

3. Obtain information on your child's specific area of weakness.

- Local organizations http://disability.mo.gov/resource_search/Websites
 - MPACT: www.ptimpact.org
 - Center for Parent Information and Resources (CPIR)
<http://www.parentcenterhub.org/resources/>
 - PACER : www.pacer.org
 - LD Online ~ <http://www.ldonline.org/>
- Google/other search engines: www.google.com

4. Obtain information on your legal rights.

- Request or Download a recent copy Missouri State Plan For Special Education
<http://dese.mo.gov/special-education/state-plan-special-education>
- Request or Download a recent copy of IDEA,
<http://idea.ed.gov/explore/view/p/%2Croot%2Cregs%2C>
- Federal Register; The Daily Journal of the U.S. Government
<https://www.federalregister.gov/>
- Office of Civil Rights <http://www2.ed.gov/about/offices/list/ocr/index.html>
- U.S. Department of Education <http://idea.ed.gov/>
- Wrightslaw <http://www.wrightslaw.com/>

5. Read and re-read your procedural safeguards.

- Missouri <http://dese.mo.gov/special-education/compliance/procedural-safeguards>
- Federal
<http://idea.ed.gov/explore/view/p/%2Croot%2Cdynamic%2CTopicalArea%2C12%2C>