



■ Parent Advocacy Toolkit

Helping you navigate schools with confidence

IEP/504 Meeting Prep Checklist

- Copy of your child's evaluations and test scores
- Samples of schoolwork (showing struggles and strengths)
- A list of accommodations your child may need
- Notebook or digital recorder (to take notes during meeting)
- A trusted friend/advocate (if available)

Questions to Ask:

- What interventions are being used for reading?
- How often will progress be monitored?
- What accommodations are available in class and testing?
- How will teachers be trained to support dyslexia?
- When will we meet again to review progress?

Sample Parent Letters

Letter A – Requesting a Dyslexia Evaluation

Dear [Principal/School Psychologist],

I am requesting a comprehensive evaluation of my child, [Child's Name], due to concerns about reading and writing. I believe dyslexia may be impacting their academic progress. Please provide me with the necessary forms and next steps as required under IDEA/Section 504.

Sincerely,
[Your Name]

Letter B – Requesting an IEP/504 Meeting

Dear [Special Education Coordinator],

I would like to formally request a meeting to review and discuss support options for my child, [Child's Name]. I am concerned about their progress in reading and writing, and I believe additional services or accommodations may be necessary.

Thank you for your attention to this matter.

Sincerely,
[Your Name]

Accommodations Menu (Quick Reference Chart)

Area	Possible Supports
Reading	Audiobooks, text-to-speech, reduced reading load
Writing	Speech-to-text software, graphic organizers, scribe
Testing	Extended time, small group setting, oral administration
Classwork	Preferential seating, copies of notes, chunked assignments
Homework	Reduced quantity, alternative projects, parental support notes

Parent Confidence Guide (At Home)

- Keep a progress journal of strengths and struggles.
- Use praise for effort, not just results (“I see how hard you worked on that word!”).
- Read aloud to your child daily — model fluent reading.
- Expose your child to success stories of dyslexic adults.
- Remember: You are your child’s strongest advocate.

■ Need help preparing for your child’s school meetings?
This toolkit is just the beginning — we can guide you step-by-step.

■ Contact **Read With Kourtni**
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Unlocking Potential, One Sound at a Time