

IEP Team Member Directory

Keep this directory up to date and bring it to every IEP meeting. Knowing who to contact, and at what level, is foundational to effective advocacy.

Your Child's School Team

Role	Name	Email	Phone / Ext.
Case Manager / Special Ed Teacher			
General Education Teacher(s)			
Special Education Director			
Building Principal			
School Psychologist			
Speech-Language Pathologist			
Occupational Therapist			
Physical Therapist			
School Counselor			
Behavior Specialist / BCBA			
LEA Representative			
Paraprofessional / Aide			

District-Level Contacts

Role	Name	Email	Phone
Director of Special Education (District)			
Assistant Superintendent			
Superintendent			
School Board Special Ed Liaison			
District Complaint Coordinator			

Your Support Team

Role	Name / Organization	Email	Phone
Parent Advocate			
Special Education Attorney			
Private Evaluator / Psychologist			
Therapist / Counselor			
Pediatrician			
Specialist (Neurologist, Developmental Pediatrician, etc.)			
Family Member / Trusted Friend			
Parent Training and Information Center (PTI)			

Communication Tracking

Track every email, phone call, and meeting with the school. Include the date, the person you spoke with, what was discussed, and any commitments made. Print extra copies of this page as the year fills up.

Date	Person	Topic / Decision	Follow-up

Want a second set of eyes on your child's IEP?

EDquity at the Margins reviews your child's IEP **free of charge**: a section-by-section report in plain language, with talking points written for your next meeting. Start at edquityatthemargins.org, email info@edquityatthemargins.org, or text us at **(786) 810-6178**.

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