



Family involvement in a child's education is very important to the faculty and staff of Plainfield Public Schools. Family Support Specialist services are available at any point in the special education process; whether the need is information, guidance, support or facilitation. No referral is necessary to contact the Family Support Specialist. All communications are confidential unless you agree otherwise.

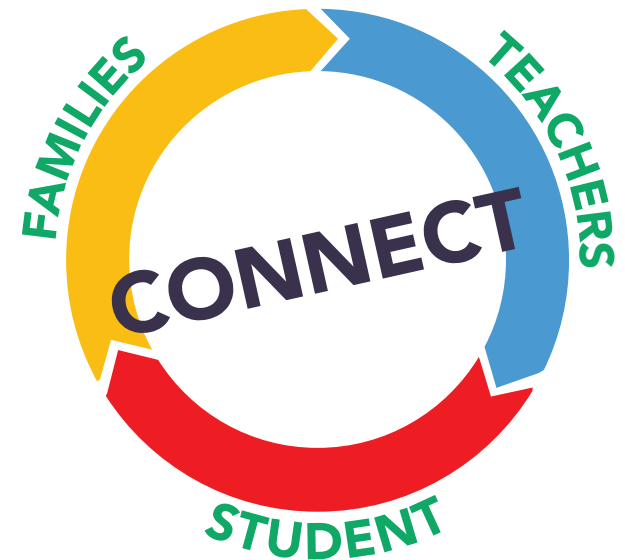
FAMILY SUPPORT SPECIALIST SERVICES

PLAINFIELD PUBLIC SCHOOLS

If you have questions or need assistance regarding your child's special education services, our Family Support Specialist is here to help you!

CONTACT INFORMATION

Colleen Lugauskas
Family Support Specialist
Plainfield Public Schools Birth-Grade 5
860-564-6407
lugauskasc@plainfieldschools.org
Office hours by appointment



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lugauskasc@plainfieldschools.org

SERVICES AVAILABLE FOR FAMILIES WITH CHILDREN BIRTH TO GRADE 5:

- Answers questions about getting special education process started
- Assist families who may need further explanation or support concerning the Planning and Placement Team (PPT) process
- Support communication between parents and district personnel to improve quality of relationships and trust
- Share community resources for students and families
- Attend school meetings, regarding student special education services at the request of a parent
- Support schools and families in building strategies to increase and strengthen communication

TIPS FOR A PLANNING AND PLACEMENT TEAM (PPT) MEETING

Whether it is your first PPT meeting or your tenth, here are some helpful tips when attending a PPT. Most of the tips involve writing information down PRIOR to your meeting. Writing information allows you to focus on the discussion at hand and then review your notes, if needed. A worksheet for this purpose can be located on the district web page. Feel free to print off this worksheet and use it in your next PPT!

1.

Know that you are considered an important part of the Planning and Placement Team (PPT). Your voice and perspective matters. Speak up.

2.

Write down questions and ideas you have prior to the PPT meeting. This will prompt you during the meeting so that questions and ideas don't get forgotten.

3.

Ask if you need to have anything explained that does not make sense, especially if people are speaking in acronyms or abbreviations.

4.

Keep Your Records

Keep all Individual Education Plans (IEPs) in a safe place to bring to future meetings to use as a reference. If you lose an IEP, you can request a new one from the Plainfield Public Schools Special Education Office.

5.

Know Your Rights

Be sure to read the Procedural Safeguards Notice.

