

# Contents

**Introduction ..... xiii**

- From Emotions to Advocacy ..... xiii
- Why Advocate? ..... xiv
- What You Will Learn ..... xiv
- Icons ..... xv
- How This Book is Organized ..... xv
- A Note to Parents of Section 504 Children..... xvii
- A Note to Special Educators..... xvii

**Section One. Getting Started ..... 1**

**Chapter 1. Learning About Advocacy..... 3**

- Why Advocate? ..... 4
- Different Types of Advocates..... 4
- What Advocates Do ..... 5
- The Parent’s Journey From Emotions to Advocacy..... 6
- Supplies..... 7
- In Summation..... 7

**Chapter 2. Creating Your Master Plan..... 9**

- The Need to Plan ..... 9
- Elements of a Master Plan ..... 10
- Planning for the Future ..... 12
- Laura and Steve: Planning ..... 12
- Writing Your Master Plan ..... 13
- In Summation..... 16

**Chapter 3. The Parent as Project Manager ..... 17**

- Contractors and Project Managers ..... 17
- The Special Education Project Manager ..... 17
- Tips: Taking Care of Yourself..... 19
- In Summation..... 20

**Section Two. Advocacy 101 ..... 21**

**Chapter 4. Learning the Rules of the Game ..... 23**

The Rules ..... 23  
Understanding the School..... 24  
Learning About Your School District ..... 25  
Rules of the Game ..... 26  
In Summation..... 27

**Chapter 5. Obstacles to Success..... 29**

Obstacles to Advocacy ..... 29  
School Obstacles ..... 30  
Parent Obstacles..... 33  
Dealing with Difficult People..... 34  
Warning: Common Emotional Traps..... 40  
Your Relationship with the School ..... 40  
In Summation..... 40

**Chapter 6. Resolving Parent-School Conflict..... 41**

The Nature of Parent-School Conflict ..... 41  
Real Issues: Expense and Control..... 43  
Common Parent-School Problems ..... 44  
Tips to Resolve Problems ..... 49  
In Summation..... 51

**Chapter 7. Emergency, Crisis, Help! ..... 53**

Help! Events That Trigger Crises..... 53  
Crisis Management, Step-by-Step ..... 54  
Short-Term Solutions..... 54  
Long Term Planning ..... 55  
In Summation..... 57

**Section Three. The Parent as Expert..... 59**

**Chapter 8. Evaluations and Your Child’s Disability ..... 61**

Get a Comprehensive Evaluation ..... 61  
Finding Evaluators ..... 62

Understanding Test Results .....	62
Limitations of School Evaluations .....	64
Learn About the Disability .....	64
Learn About Effective Educational Practices .....	65
In Summation.....	65
<b>Chapter 9. The File: Do It Right!.....</b>	<b>67</b>
Document Management System .....	67
Gather Information About Your Child .....	67
Organizing the Master File.....	68
Create Your List of Documents .....	70
In Summation.....	72
<b>Chapter 10. Tests and Measurements 101.....</b>	<b>73</b>
Mike .....	73
Measuring Growth: Rulers, Yardsticks, and Other Tools .....	74
Measuring Educational Change: Test Scores.....	75
Learning What Tests Measure.....	76
Learning About Comprehensive Evaluations .....	78
Statistics 101 .....	78
The Bell Curve: A Powerful Tool.....	82
Learning How Test Scores Are Reported .....	86
In Summation.....	88
<b>Chapter 11. Tests and Measurements 102.....</b>	<b>89</b>
Learning About Composite Scores .....	90
Using Pre- and Post-Testing to Measure Progress .....	91
Norm-Referenced and Criterion-Referenced Tests .....	92
Learning About Standard Scores .....	95
Learning About Index and Subtest Scores.....	97
Test Categories and Descriptions.....	99
Intellectual or Cognitive Tests .....	99
Wechsler Intelligence Scale for Children, Fourth Edition .....	100
Other Measures of Intellectual Functioning.....	104
Educational Achievement Tests .....	105
Personality Tests and Behavior Rating Scales .....	109
Speech and Language Tests, Vocabulary Tests .....	110
Charting Test Scores.....	111
Your Homework Assignment .....	112
In Summation.....	112

<b>Chapter 12. SMART IEPs.....</b>	<b>115</b>
Learning About SMART IEPs .....	115
Smart IEP Goals and Objectives .....	117
Present Levels of Academic Achievement and Functional Performance.....	118
Developing the IEP.....	119
Other IEP Issues .....	121
Learning to Write SMART Goals and Objectives .....	122
The SMART Weight Loss Program .....	123
Using Objective Data .....	124
Mike Trains for the Fitness Test .....	125
Kevin Learns to Type and Megan Learns to Read .....	126
Non-Goals: Attitude Statements.....	127
Non-Goals: States of Being.....	128
Homework Assignment #1: You Learn to Write Goals.....	129
Homework Assignment #2: You Learn to Write SMART IEP Goals and Objectives.....	129
In Summation.....	130
<b>Section Four. Special Education Law.....</b>	<b>131</b>
<b>Chapter 13. IDEA - Overview and Legislative Intent.....</b>	<b>133</b>
Legislative Intent .....	133
The Individuals with Disabilities Education Act of 2004.....	134
In Summation.....	134
<b>Chapter 14. IDEA – Section 1400: Findings and Purposes .....</b>	<b>135</b>
20 U.S.C. § 1400 Congressional Findings and Purpose .....	135
Wrightslaw Discussion of Findings and Purposes .....	137
In Summation.....	138
<b>Chapter 15. IDEA – Section 1401: Definitions .....</b>	<b>139</b>
20 U.S.C. § 1401 Definitions.....	139
Wrightslaw Discussion of Definitions .....	142
In Summation.....	144
<b>Chapter 16. IDEA – Section 1412: LRE, Child Find, Private Placements, Assessments.....</b>	<b>145</b>
20 U.S.C. § 1412 – State Eligibility .....	145
Wrightslaw Discussion of Child Find, Least Restrictive Environment, Private Placements, State and District Assessments.....	150
In Summation.....	153

<b>Chapter 17. IDEA – Section 1414: Evaluations, Eligibility, IEPs and Placement.....</b>	<b>155</b>
Evaluations, Parental Consent and Reevaluations .....	156
Evaluation Procedures.....	158
Additional Requirements for Evaluations and Reevaluations .....	160
Individualized Education Programs .....	161
Educational Placements .....	166
Wrightslaw Discussion of Section 1414.....	166
In Summation.....	171
<b>Chapter 18. IDEA – Section 1415: Procedural Safeguards, Due Process, Discipline, etc. ....</b>	<b>173</b>
20 U.S.C. § 1415 – Procedural Safeguards .....	174
Establishment of and Types of Procedures.....	174
Notification Requirements .....	175
Procedural Safeguards Notice.....	177
Mediation, Due Process Hearings, Appeals to Court.....	178
Administrative Procedures .....	181
Placement in Alternative Educational Setting.....	184
Transfer of Parental Rights at Age of Majority.....	188
Wrightslaw Discussion of Section 1415 .....	189
In Summation.....	194
<b>Chapter 19. Section 504 of The Rehabilitation Act of 1973 and the Americans with     Disabilities Act .....</b>	<b>195</b>
Wrightslaw Discussion of Section 504, ADA and IDEA .....	196
Access v. Educational Benefit.....	197
In Summation.....	198
<b>Chapter 20. No Child Left Behind Act (NCLB) .....</b>	<b>199</b>
Wrightslaw Discussion of NCLB .....	200
Reading, Research Based Reading Programs .....	201
Your Child’s IEP.....	204
In Summation.....	205
<b>Section Five. Tactics and Strategies .....</b>	<b>207</b>
<b>Chapter 21. The Rules of Adverse Assumptions .....</b>	<b>209</b>
The Rules of Adverse Assumptions .....	210
Proof and Evidence .....	213
Simple Themes Win Cases.....	214
In Summation.....	215

<b>Chapter 22. Creating Paper Trails.....</b>	<b>217</b>
Why Document? .....	217
Logs, Journals and Calendars .....	218
How to Use a Problem Report .....	221
Handling Telephone Calls .....	222
In Summation.....	222
<b>Chapter 23. How to Write Good Evidence Letters .....</b>	<b>223</b>
Why You Write Letters.....	223
Strategies: Writing Good Letters.....	235
Letter Writing Pitfalls.....	227
Using Strategies in Letters .....	228
In Summation.....	234
Six Sample Letters .....	235
<b>Chapter 24. Writing the “Letter to the Stranger” .....</b>	<b>241</b>
The Blame Approach.....	241
Impact of Angry Letters .....	242
The Story-Telling Approach .....	242
Using Persuasive Strategies in Letters .....	244
Writing “Letters to the Stranger” .....	245
In Summation.....	247
Ten Sample Letters .....	249
<b>Chapter 25. Preparing for Meetings: Taking Control.....</b>	<b>261</b>
You are a Negotiator.....	261
Five Rules for Successful Problem Solving.....	262
Preparing for School Meetings .....	264
Image and Presentation .....	269
In Summation.....	269
<b>Chapter 26. Meeting Strategies: Maintaining Control.....</b>	<b>271</b>
School Meeting Anxiety .....	271
Meeting Strategies .....	272
Common Meeting Problems.....	274
Use the Problem-Resolution Worksheet.....	276
Post-meeting Strategies.....	278
In Summation.....	279
<b>Chapter 27. In Summation.....</b>	<b>281</b>

**Appendices.....283**  
Appendix A. Glossary of Special Education and Legal Terms.....383  
Appendix B. Glossary of Assessment Terms .....393  
Bibliography..... 299  
Index.....303