



H A R P E R
CONFLICT RESOLUTION

4712 E. 2nd St., Ste. 545
Long Beach, California 90803
Phone: 562-225-9958
E-Mail: jharper@hcrservices.com
Web: www.hcrservices.com

Mediation Preparation Checklist

1. Gather Key Documents

Bring copies (organized in a binder or folder) of:

- Your child's **most recent IEP** (and previous ones if relevant).
- **Evaluation reports** (school and private, if any).
- **Progress reports** and report cards.
- **Behavior data** or incident reports (if behavior is an issue).
- **Communication logs** (emails, notes, letters with school staff).
- **Medical or outside provider reports** (speech, OT, counseling, medical diagnoses).
- **Parent concerns letter** (if you've submitted one).
- Any **draft proposals** from the school.
- Notes from **IEP meetings**.

 *Tip: Organize documents chronologically or by topic for quick reference.*

2. Clarify Your Goals

Write down:

- **Your main priorities** (e.g., a specialized placement, more speech therapy, behavior support).
- **"Must-haves" vs. "nice-to-haves"** (separating what's essential from what's negotiable).
- **Your child's strengths and needs** (prepare to highlight both).
- **What success looks like** for your child (e.g., reduced meltdowns, academic progress, social growth).

 *Tip: Frame goals around your child's needs, not just services ("Jordan needs small-group reading instruction to make progress," instead of "We want 3 hours of resource room").*

3. Prepare Questions to Ask

Consider asking:

- How will the school measure my child's progress in this area?
- What specialized training do staff have to address my child's needs?
- How will supports be monitored and adjusted if they aren't working?
- What evidence shows that the district's proposed program is sufficient?
- Are there examples of students like mine who have succeeded in this setting?
- If not this service/placement, what alternatives can you propose?

4. Think About Communication & Strategy

- Practice a **brief summary of your child's story** (strengths, struggles, and why you're here).
- Stay **child-focused**—avoid personalizing conflict with staff.
- Anticipate the district's arguments and prepare calm, factual responses.
- Decide if you'll **bring an advocate, attorney, or support person** to mediation.
- Write down **any non-negotiables** (e.g., refusing to accept placement without a behavior plan).

5. During Mediation

- Take notes during the session.
- Ask for clarification if terms or legal language are confusing.
- Stay open to creative solutions but check them against your goals.
- If you reach an agreement, ensure it is:
 - **Written down clearly. Specific** (who, what, when, how often).
 - **Legally binding** with signatures.