SPECIAL EDUCATION PATH

Wales ALN & IDP Parent Preparation Toolkit

FREE EDITABLE PARENT RESOURCE

Use this pack to organise evidence, prepare for person-centred meetings and IDP reviews, record additional learning provision (ALP), and track agreed actions.

Important: This is an organisational and educational resource, not legal advice. Rules and terminology can change. For Wales, check current official guidance and your local education authority/school system before relying on a deadline or procedural step.

1. My child / young person at a glance

Item	Notes
Name	
School / setting	
Year / grade / stage	
Main strengths	
Main concerns / barriers to learning	
Current plan or support arrangement	
Key contacts	

2. Evidence organiser

Item	Notes
Date	
Source / professional / school	
What the evidence shows	
Action or support it suggests	

3. Support / provision / adjustment tracker

Item	Notes
Need or barrier	
Support / provision / adjustment agreed	
Who provides it	
Frequency / amount	
How progress will be checked	
Is it happening?	

4. Meeting preparation

Item	Notes
My three priorities	1. 2. 3.
Questions I want answered	1. 2. 3. 4.
Evidence I will bring	
What I want agreed by the end	

5. Meeting notes & action log

Item	Notes
Date / meeting	
Decision / action agreed	
Person responsible	
Due / review date	
Completed / follow-up needed	

6. Review & progress check

Item	Notes
Outcome / goal	
What progress have we seen?	
What is not working?	
What needs to change?	
Evidence to bring to next review	

7. Transition planning

Item	Notes
Next transition	
What may be difficult?	
Support / information needed	
Who will coordinate?	
Dates / actions	

8. Follow-up record

Item	Notes
Date	
Who I contacted	
Method	
What I asked / reported	
Response / next step	

Before you finish

- Keep copies of emails, reports and meeting notes.
- Write down what was agreed, who is responsible and when it will be reviewed.
- If support is not happening, record specific examples and dates.
- Check the current official guidance for your jurisdiction before escalating a disagreement.

Free resource from SpecialEducationPath.com