

Who is SEAC? SEAC is Thames Valley District School Board's Special Education Advisory Committee. SEAC has the following roles and responsibilities:

- ◆ To make recommendations to the board regarding the establishment, development, and delivery of Special Education programs and services
- ◆ To participate in the annual review of the Special Education Report
- ◆ To participate in the annual budget process for Special Education.
- ◆ To communicate with parents and members of the public about Special Education programs and services and the activities of SEAC
- ◆ To interact with other Ministries



How do I find videos to show me what the PDT process looks like?

Go to www.tvdsb.on.ca

From there, look under Programs ->Special Education->Resource Videos for Parents and Guardians or directly to:

<http://www.tvdsb.ca/programs.cfm?subpage=218773>

SEAC presents

Parent Tips

for the Program Development Team (PDT) Process

"We build each student's tomorrow, every day" lies at the heart of Learning Support Services in the Thames Valley District School Board's Special Education Department.



Parent Tips for the Program Development Team (PDT) Pro-

Before the Meeting:

- ✓ Keep the lines of communication open
- ✓ Share information about your child and how they are feeling about school
- ✓ Ask questions to make sure you understand what the teacher or Learning Support Teacher (LST) is telling you about the purpose of the meeting
- ✓ Find out who will be at the meeting
- ✓ Confirm the date, time, and location
- ✓ Request an agenda, if available for the meeting
- ✓ Identify information, such as assessments and reports, that you could share at the meeting
- ✓ Make a list of the information you want to share and the questions you want to ask
- ✓ Invite someone to attend the meeting with you as a support
- ✓ When you sign consents for assessments or for other professionals to share information about your child, make sure you understand what you are signing

During the Meeting:

- ✓ Bring someone with you to the PDT meeting to take notes or ask questions that you have forgotten
- ✓ Introduce yourself and ask for everyone to be introduced
- ✓ Make sure you understand the purpose of the meeting
- ✓ Ask if minutes will be taken in the meeting and if you can have a copy
- ✓ Be prepared to share information about your child's successes and challenges
- ✓ Listen carefully and ask questions if you are unclear about what is being said or you don't understand the terms or acronyms
- ✓ Offer suggestions about what might help your child
- ✓ Make sure you understand what will happen next
- ✓ Ask who will be responsible for the next steps
- ✓ Ask what you can do to help
- ✓ If additional assessments are required ask: What is the purpose? What will be involved? How can you prepare your child? When will you get the results?
- ✓ Ask if there will be a follow-up meeting

- ✓ Request a copy of useful resources, including Resource Guides on Parent Engagement, Individual Education Plan (IEP), or the Identification, Placement and Review Committee (IPRC). **These Guides are available on TVDSB's website.**
- ✓ Thank everyone for their time and effort

After the Meeting:

- ✓ Talk to the person who went with you to the meeting
- ✓ Review the notes that you and the support person made at the meeting
- ✓ Follow up with the LST to make sure you understand next steps or if you have questions
- ✓ Follow up on any action that was your responsibility
- ✓ Share new information with the school team through LST or designated contact
- ✓ Review and sign any consents needed for further assessments
- ✓ Support school implementation of recommendations and action plan, as appropriate
- ✓ Review the Program Development Team (PDT) minutes when they are available
- ✓ Monitor your child's progress