

Compensatory services: parent checklist

Tick each step as you go. Each one has a full guide on iephours.com.

1. Gather what you have

- ☐ Your child's current IEP and the IEPs from the last two years
- ☐ Any hearing order, settlement, RSA or P4 letter
- ☐ Emails and letters from the school about services that did not happen
- ☐ Your own dated notes about missed sessions

2. Build the record

- ☐ Request your child's education records and service logs in writing, and keep a copy
- ☐ Fill in the missed-services log: what the IEP required, what was delivered, and the gap
- ☐ Write to the school about the missed services and ask for make-up services

3. Take the next step

- ☐ Decide whether you want help from an advocate or attorney
- ☐ File a due process complaint if it is not resolved (time limits apply)
- ☐ Go to the resolution meeting, or choose mediation
- ☐ Prepare for the impartial hearing if the case does not settle

4. Use what is awarded

- ☐ Read the order or settlement: hours, provider rules, payment and deadline
- ☐ Find a provider and start sessions well before the deadline
- ☐ Track every session: date, length and provider

Notes: