CHANGE COLLECTIVE
KY

Back-to-School *Together*

A Back-to-School Family Navigation Event

Words You Can Use

Plain-language sentence starters for school conversations.

To begin an email	I'm writing because I have noticed _____.
To ask what the school is seeing	Can you tell me what you are noticing at school?
To ask what has been tried	What support has already been provided, and how is it working?
To request a conversation	Could we schedule a meeting to discuss this concern?
To ask for clarification	I don't understand that term. Could you explain it in plain language?
To ask about an evaluation	I would like to discuss whether my child may need an evaluation. What is the next step?
When the concern continues	I raised this concern on _____. I am following up because it has not been resolved.
To document a verbal conversation	Thank you for speaking with me today. My understanding is that _____. Please let me know if I misunderstood anything.
In an ARC/IEP meeting	• I would like my concern included in the meeting notes. • What data are we using to make this decision? • What happens next, who is responsible, and when will we review progress?
For a school-board comment	My name is _____, and I am a parent/community member. I am asking the board to examine _____ because it is affecting families by _____. My specific request is _____.

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