



HANDS in Autism®
Interdisciplinary Training
& Resource Center

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Collaborative communication between the core classroom team is essential in providing an individual receiving special education services with the support he or she needs. All individuals who play an active role in monitoring and implementing goals, working with students on a regular basis and/or are included within IEPs should be a part of the core classroom team. This may include: general educators, paraprofessionals, job coaches, and related service providers including therapists, consultants, and support staff. Effective collaboration requires intentionality and training. It helps build relationships and creates effective teams that work together to foster greater opportunities for inclusion. When the team collaborates, student involvement and potential for growth in academic and functional skills increases. Consider using the following document to assist in setting the foundation for collaborative communication with your team.

WHEN CAN YOU MEET? CARD

Consider the use of the "When Can You Meet?" cards as a protocol for communicating. When an issue or area of needed focus arises simply fill out this card with the name of the teacher to contact, the name of the student it concerns, the area of focus for the meeting and the name of the meeting initiator. Indicate potential meeting times on the side of the card to allow for quick scheduling and any other items you may feel need to be covered along with the focus. When the card is returned to the meeting initiator, a meeting time should be set.

Also, check out...

How-To Series
Kid's Corner Series
Life with ASD Series
Academia Series
Strategy in Practice
e-Learning Options
Practical Pointers for Families,
Educators, or Medical
Professionals

Stay in touch via our listserv
and Learning Connection!



WHEN CAN YOU MEET?

<p>Teacher: _____</p>	<p>Student: _____</p>														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">_____M</td> <td style="text-align: left;">_____2:30</td> </tr> <tr> <td style="text-align: right;">_____T</td> <td style="text-align: left;">_____3:00</td> </tr> <tr> <td style="text-align: right;">_____W</td> <td style="text-align: left;">_____3:15</td> </tr> <tr> <td style="text-align: right;">_____Th</td> <td style="text-align: left;">_____3:30</td> </tr> <tr> <td style="text-align: right;">_____F</td> <td style="text-align: left;">_____3:45</td> </tr> <tr> <td></td> <td style="text-align: left;">_____4:00</td> </tr> <tr> <td></td> <td style="text-align: left;">_____4:15</td> </tr> </table> <p>Week of _____</p>	_____M	_____2:30	_____T	_____3:00	_____W	_____3:15	_____Th	_____3:30	_____F	_____3:45		_____4:00		_____4:15	<p>Focus:</p> <p>_____</p> <p>_____</p> <p>_____</p>
_____M	_____2:30														
_____T	_____3:00														
_____W	_____3:15														
_____Th	_____3:30														
_____F	_____3:45														
	_____4:00														
	_____4:15														
<p>Return To: _____</p>	<p>Other Items to Discuss:</p> <p>_____</p> <p>_____</p> <p>_____</p>														