

Advocating for Students with Disabilities Under the Individuals with Disabilities Education Act (With a Focus on Assistive Technology)

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Guidelines for Effective Case Preparation

I. Introduction

- A. Effective representation of clients in special education cases involves a number of discreet steps.
- B. The following steps will (or may) typically occur before you make a commitment to represent the individual. If you make a very early commitment to represent the individual, the majority of these steps may be part of the case preparation process.
 - 1. Telephone screening
 - 2. Client interview
 - 3. Check written notices, determine deadlines (if any) for requesting hearing
 - 4. Factual investigation
 - 5. Review of school records
 - 6. Medical or disability-related research
 - 7. Technology-based research
 - 8. Legal research