**Support sheet for during school/college meetings**

Use this worksheet during the meeting with school or college to keep notes of the conversation and what is agreed.

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| Who is attending the meeting? (write down their names and job titles so you know how they can support you. | Write here what you want to talk about during the meeting. You can cross them out when you have brought them up.  |
| What is working for you at school or college at the moment? | What is not working for you at school or college at the moment? |
| Write simple notes on what is spoken about during the meeting here. | What words or information don’t I understand:You can ask before the end of the meeting or at a later date with the right person. |
| What next? Write here what will happen following the meeting. I will….Others will…The next meeting will take place…. |