



Teacher Meeting Prep Pack

For parents of PDA students

Meetings with teachers and school staff can be exhausting and emotionally loaded for PDA families. This prep pack helps you prepare effectively, communicate clearly, and leave with the outcomes your child needs.

Before the Meeting — Goal Setting

Answer these before you go

- What is the one most important thing you need the school to understand about your child?
- What specific adjustment or change are you asking for?
- What evidence do you have to support your request?
- What is your bottom line — what must happen for this meeting to be a success?

Key Messages to Prepare

- "My child's behaviour is driven by anxiety, not choice."
- "When they appear fine at school, it doesn't mean they aren't struggling."
- "I need the school to work with me, not against me."
- "I am the expert on my child — I need my knowledge to be respected."

What to Bring

- ■ Relevant reports (diagnosis, OT, psych)
- ■ Previous school communications
- ■ Your written list of concerns and requests
- ■ This prep document
- ■ A support person if needed (partner, advocate)

During the Meeting — Communication Tips

- Start with what your child does well — it sets a collaborative tone
- Be specific: describe behaviours and incidents, not generalities
- Ask what THEY have noticed — hear their perspective before presenting yours
- Take notes or ask permission to record
- If you feel dismissed, stay calm and restate: "I want to make sure I've been clear about what I'm asking for."

PDA Fact Sheet — For Teachers (Share at the Meeting)



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You may wish to share this brief fact sheet with the teaching team:

PDA in brief — key facts for teachers

- PDA is a profile of autism — not a behaviour disorder
- Avoidance is anxiety-driven and not wilful
- Standard reward/consequence approaches do not work and often escalate
- The child who is "fine at school" may be in significant distress — masking is common
- The most effective approach is low-demand, collaborative, and flexible

After the Meeting — Follow-Up

Template follow-up email

- Subject: Follow-up from our meeting on [date]
- Body: "Thank you for meeting with me today. To confirm what was agreed: [list specific agreements]. I will follow up on [any outstanding items] by [date]. Please let me know if you have any questions."

If the meeting does not result in meaningful adjustments and your child continues to struggle, consider requesting a formal review through the school's complaints process or contacting your state education authority.