

## Accessibility Resources 101 Notetaking Guide

### 1. Reflection Questions

To what extent are administrators and teachers in your local educational agency (LEA) familiar with the range of available accessibility resources? \_\_\_\_\_

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To what extent do they know how each of the resources works? \_\_\_\_\_

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What might be the next action steps to strengthen knowledge of the available accessibility resources in your LEA? \_\_\_\_\_

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### 2. Guiding Questions- Step 1 Roles and Responsibilities

Who in your LEA is responsible for the identification of key staff members? \_\_\_\_\_

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Who establishes a team to develop, implement, and monitor a consistent LEA-wide process? \_\_\_\_\_

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Who ensures team members are adequately trained? \_\_\_\_\_

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Who supports and monitors implementation of process across LEA? \_\_\_\_\_

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**3. Guiding Questions- Step 2 Information and Training**

What information on accessibility resources has been provided to parents in your LEA?

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How has it been provided? \_\_\_\_\_

What training on accessibility resources has been provided to administrators, teachers, and support staff across your LEA? \_\_\_\_\_

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What training needs to be planned for this school year? \_\_\_\_\_

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Who needs to be trained? \_\_\_\_\_

What do they need to know? \_\_\_\_\_

When should the training occur? \_\_\_\_\_