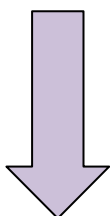


# Lynn Special Education Department Problem Solving Flow Chart

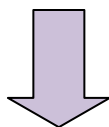


## Classroom Teacher (or Liaison) :



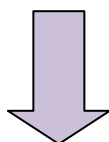
If problems arise, contacting your child's classroom teacher is a good first step. The classroom teacher can answer your questions about the curriculum, specialist visits, behaviors, homework, grades, accommodations and modifications. The classroom teacher (or Liaison) is typically the person responsible for your child's IEP and Annual Review process. A Team meeting can always be called to discuss issues regarding your child and minor adjustments can be made to the IEP, if necessary. *\*If your child has more than one teacher, the **Liaison** is the teacher responsible for taking care of the IEP and service delivery.*

## School Principal



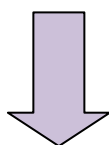
Contact your School Principal for issues involving the school. Examples could include things such as recess, bullying, lunch, unanswered questions from the teacher, questions about school policy, bus issues, discipline, issues with staff, etc.

## Team Chairperson



The Team Chairperson is responsible for coordinating all initial and three-year reevaluations. If you have outside testing that you would like the Team to consider, the Team Chairperson would be the person conducting that meeting. The Team Chairperson may also run reconvene meetings to discuss major IEP issues or concerns regarding placement. The Team Chairperson handles all paperwork surrounding eligibility for special education services and evaluations.

## Supervisor of Special Education (Jessica McLaughlin):



The Assistant Administrator oversee the Special Education Service Delivery in the Lynn Public Schools. They can be contacted to assist in problem solving regarding individual students. **Special Education Director Cheryl Meninno** will also be consulted on difficult cases when steps to problem resolution have not been successful.

Jessica McLaughlin 781-477-7220 Ext. 3329

## Things to remember!

-When leaving a message for someone, please be as specific as possible: leave your name, your child's full name and school. Speak slowly when leaving your phone number.

-The Special Education Parent Liaison listens to parents and help them find the solutions they seek.

Contact: Frances Martínez  
781-477-7220 Ext. 3336  
Email: [martinezf@lynnschools.org](mailto:martinezf@lynnschools.org)

-LPS staff are sometimes not able to access their phone right away, please allow at least 24 hours for staff members to return your call.

-It is a good idea to request IEP meetings in writing to the teacher. This allows you to keep a record of the request and helps us to better process your needs.

-Please note, you are always entitled to contact the Department of Elementary and Secondary Education regarding Compliance and Appeals. It is our hope to address your concerns.