Virtual IEP Meetings—TIPS for Parents

- Any IEP Meetings missed in the spring should be rescheduled for this Fall. In addition, you can request an IEP Meeting to discuss COVID-19 Compensatory Services and Recovery Support.

- Review your IEP meeting invite/notice, it should list the method or software to be used as an “alternative means of participation”, ask about options
  
  - Ask questions about the technology, practice if needed, join IEP meeting early
  
  - Have a back-up plan—get a conference phone line number
  
  - Ask in advance for an Interpreter if you need one
  
  - Do not attend alone, ask a friend to be a note taker and inform the district

- Confirm how documents will be sent in advance of the meeting (email or mail)
  
  - Review Invite List, Meeting agenda, Educator reports, Evaluations, draft IEP
  
  - Share any data about your student’s difficulties in accessing services

- Will your student attend? Talk with your student in advance about their role

- Prepare for the meeting
  
  - Draft Parent/Student concerns, share with IEP team in advance
  
  - Review prior IEP, make a list of priorities to discuss, important questions

- Make sure your technology is working and ready, strong cell or wi-fi service
  
  - Phones and devices at 100% power, turn off notifications
  
  - Find a quiet place so you can actively participate in the IEP meeting

- After IEP meeting, send an email thank you with the key points of agreement