

Virtual IEP Meetings—TIPS for Parents

Pre-Meeting:

- ◆ Talk with your district about your upcoming IEP Meeting, you can agree to extend timelines or postpone until summer or early fall or you can meet virtually now
- ◆ Review your meeting invite/notice, it should list the method or software to be used as an “alternative means of participation”, ask about options
 - Do you have the software on your device—if not, download in advance
 - Ask questions about the technology, practice if needed, join the meeting early
 - Make sure the school district has your current contact information
 - Confirm privacy and confidentiality of IEP meeting platform
 - Ask for an Interpreter if you need one
 - Do not attend alone, ask a friend to be a note taker and inform the district
- ◆ Ask for all documents in advance of the meeting (to be sent by email or mail)
 - Invite List, Meeting agenda, Educator Reports, Draft IEP
 - Copies of any evaluations and/or data to be discussed
- ◆ 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

Day of the Meeting:

- ◆ Coordinate how your student will attend, prepare them for their role
- ◆ Make sure your technology is working, do you have strong cell or wifi service
 - Phones and devices at 100% power, turn off notifications
 - Find a quiet place so you can actively participate in the IEP meeting

After the Meeting:

- ◆ Send an email thank you with the key points of agreement