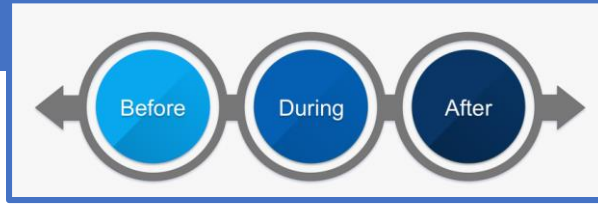


Helpful Hints for Virtual IEP Meetings

Divisions must make every effort possible to meet required timelines by scheduling and holding your child's IEP meeting online or by phone. Here are some helpful hints for parents attending virtual meetings.



1

Before the Meeting

Get ready for the call. Make sure your device is fully charged. If your first IEP or yearly IEP meeting is supposed to take place during this time, make sure the teacher and school have your current email address and phone number.

2

Your IEP Meeting Will Not Be In Person

Regulations are still in place when developing and reviewing, an IEP, evaluating a student, and eligibility. The methods of meeting the requirements will look different. Work with the division to figure out the best way to have the meeting and when you will have the paper work.

3

What Will Your IEP Meeting Be Like

The only difference will be the location. The same people will be joining the meeting. You should have the same documents in advance of the meeting. Remember to prepare as if it were any other meeting.

4

During the Meeting

Prepare notes and have your concerns ready to address. Have all paperwork organized and remember you must sign to give consent for any changes to be made to the IEP. Make sure you find a quiet place so it is easy to stay focused.

5

After the Meeting

Make sure to email your child's teacher. State your understanding of everything that was said during the meeting and include your contact information in case the teacher needs to discuss thing in your email. Don't forget to inform them when you expect to get the IEP.

6

Where Can I Find Help

partners@peatc.org OR 800-869-6782



peatc



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