



Division for Special Education Services and Supports

Tips for Parents Attending Virtual IEP Meetings

The Individuals with Disabilities Education Act (IDEA) has provisions in place to use alternative means of meeting participation for the Individualized Education Program (IEP) Team. The district must make every effort to meet required timelines by scheduling and holding your child's meeting (IEP development, review, evaluations, and eligibility) online or by telephone conferences.

Be ready for the call

- Let the teacher or school know of recent changes in telephone number, mailing address, or email address. The school needs to have the most current information on file.

Be prepared for your meeting to be held in electronic platforms

- Requirements for IEP development, review, evaluations, and eligibility are still in place. However, methods to meet these requirements may look different during this time as meetings may be held online or by telephone.
- Work with the school to decide the best way to hold the meeting; by telephone conference or video conference with electronic platforms like Skype, Zoom, Google Hangout, Microsoft Teams, etc.
- Discuss with the LEA if the meeting will be recorded and if/ how the recording will be shared and maintained.
- Ask the school when and how documents will be provided before the meeting date. (Example: Notice of Meeting, Parental Rights, Draft IEP, etc.).

Expectations for the IEP Team Meeting

- The only thing that has changed about the IEP Team meeting is the **location**. The meeting will now be held online or by telephone.
- ***It is important to remember that everything else should remain the same.***
 - All the same people are required to attend (including your child as appropriate).
 - All the same paperwork should be provided, as applicable, to allow time to preview before the meeting.
 - Be prepared with questions and concerns just as if the meeting was being held in person at school.

The IEP Team Meeting

- Check electronic device prior to the meeting, make sure the device is charged to 100% and there is good Wi-Fi or cellphone service connection.
- Find a quiet place for the meeting.
- Be flexible and open to this new adventure.

After the IEP Team Meeting

- If clarification is needed or additional questions or concerns arise after the meeting, reach out to the teacher for answers to questions or concerns.
- The finalized documents should be sent following the meeting. If documents are not received in a reasonable time, contact the teacher.