



Division for Special Education Services and Supports

## Virtual Individualized Education Program (IEP) Team Meeting Checklist

<b>Prior to IEP Team Meeting</b>	✓
Consult with local educational agency (LEA) technology department regarding internet security to ensure confidentiality.	
Determine the method that will be used to obtain required signatures, which may be electronic signatures.	
Contact parent to learn his/her access needs and any potential barriers to participating in the meeting.	
Share a tip sheet or a brief video recording about how to use the designated platform.	
Set up a pre-meeting to review video conferencing features to ensure all participants understand how to use the technology for the meeting.	
Check all necessary devices and web platforms to confirm that they are working properly and are set to ensure confidentiality.	
Have a back-up plan ready if technology issues arise, e.g., a telephone number for a conference call.	
Create and share the agenda. Engage the parent and student in setting the agenda.	
Assign team members tasks to complete. (note taker, timekeeper, facilitator, etc.) during the meeting.	
Email necessary documents to all IEP participants using a secure network, password protected email, or postal mail.	
Send parents Parental Safeguards information via email or postal mail.	
Send Notice of IEP Meeting via email and/or postal mail. Clearly indicate that the meeting will be held virtually.	
Ensure that team members who are unable to attend the meeting have been properly excused with written agreement signed by parents and have submitted relevant written input.	
Arrange necessary accommodations for team members including those that might require additional technology supports.	
Arrange for a translator, if needed. Have necessary documents translated and sent to parents.	
Contact team members prior to meeting to review basic video-conferencing norms.	
Address any questions the parents might have.	

<b>Immediately Before IEP Team Meeting</b>	✓
Identify the best location in the building, home, or room for internet signal strength.	
Preview video for background (filter or background screens if available).	
Avoid windows in the background.	
Check your microphone and speakers.	
Familiarize yourself with video conference features.	
Set up close captioning, if needed.	



**Division for Special Education Services and Supports**

<b>At the Beginning of IEP Team Meeting</b>	✓
Discuss with the parent if the meeting will be recorded and if /how the recording will be shared and maintained.	
Introduce the student, family, and staff. Describe their roles in supporting the student.	
Ensure that all team members have received needed forms and documents.	
Establish meeting norms.	
Review anticipated length of the meeting to ensure that all participants are aware of the timeline.	

<b>During the IEP Team Meeting</b>	✓
Use the video camera, if possible, in order to make the meeting feel more personal.	
Be mindful of time, especially if anyone is using a personal device that incurs data charges.	
Summarize and review highlights of the IEP.	
Refer to page numbers of documents and/or sections as the meeting progresses.	
If present, allow time for interpreters to translate.	
Engage parents and student in discussions and decision making.	
Check for consensus among all participants after each section or major decision.	
Use parent-friendly language and avoid acronyms.	
Ask clarifying questions and check for understanding.	
Be aware of body language during the video meeting of both parent and school staff.	

<b>After the IEP Team Meeting</b>	✓
Survey all IEP Team members on their experience of meeting virtually.	
Conduct a follow-up phone call or email parents to get feedback and answer questions that might have come up after the meeting. Good communication is important.	
Confirm the method for delivering a copy of the finalized IEP to the parent.	
Ask for staff input to see if there are suggestions for enhancing future virtual IEP Team meetings.	