

# PARENT TIPS FOR VIRTUAL IEP MEETINGS

School districts must make every effort possible to meet required timelines by scheduling and holding your child's Individual Education Program (IEP) meeting online or by phone conferences.



These are tips for parents who are attending virtual meetings!

1

## BE READY FOR THE CALL

Do not be alarmed if your child's Special Education Teacher calls you. If your child's annual IEP or initial IEP is due during this time, you should be contacted. If you have recently changed your phone number or email address, be sure to let the teacher or the school know ASAP.



2

## YOUR IEP MEETING WILL NOT BE IN PERSON

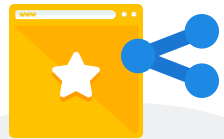
Requirements for IEP development, review, evaluations and eligibility are still in place. However, methods to meet these requirements may look different during this time as IEP meetings will be held online or by phone only. The Individuals with Disabilities Education Act (IDEA) already had provisions in place to use alternative means of meeting participation, such as video conferences and conference calls. Work with your school to decide what is the best way to hold your meeting - by phone or online with things like Skype, Zoom, etc. - ask your school when and how you will receive documents before your meeting date.



3

## WHAT WILL YOUR IEP MEETING BE LIKE

The great thing is the only thing that has changed about your IEP meeting is the location. It is now being held online or by phone instead of in-person. Everything else should remain the same. All the same people are required to attend. All the same paperwork will be provided (and ahead of time) so you can look over it. Be sure to prepare like you would for any other IEP meeting.



4

## HOLDING YOUR IEP MEETING

Make sure that you charge your phone or device to 100%. Make sure that you have good cell or wifi service. Make sure that you have your Parent Concerns ready to address. Make sure that you have received the documents from the school that you are going over. Find a quiet place, dress like you would for an in-person meeting, and be open to this new adventure!



5

## AFTER YOUR IEP MEETING

Within 48 hours after your IEP meeting, sit down and write a letter or email to your IEP Teacher of Record. This is usually the person who scheduled the meeting. Make sure to include your understanding of everything that happened during the meeting, a way for the teacher to contact you and discuss things if you have forgotten or misunderstood anything, and when you are expecting to receive the final IEP document.



6

## WHAT IF I NEED HELP

That is where we come in! The Oklahoma Parents Center is here to help you with all your IEP needs. You can call us toll-free at 877-553-4332 and we will provide you one-on-one individual assistance that fits your needs, on your time! And all of our services are free of charge!



Oklahoma Parents Center



The contents of this document were developed, in part, under a grant from the U.S. Department of Education, #H328M140010. However, contents do not necessarily represent the policy of the U.S. Department of Education, and do not assume endorsement by the Federal Government. Project Officer, Kristen Rhoads.

This document is funded, in part, by a contract with the Oklahoma State Department of Education (OSDE). Views expressed in this brochure do not necessarily reflect the opinions of the OSDE.

