

Virtual Meeting Checklist

- Contact the family/guardian of students with upcoming IEP and Eligibility Meetings. This process includes meetings that are for Sooner Start Transition, IEP amendments if necessary, meetings to discuss Secondary Transition/DRS issues, etc.
 - Discuss options for holding a 'virtual meeting' to determine the best fit and to identify barriers such as limited connectivity. Make informed team decisions on how to proceed. Some examples of virtual meeting platforms may include: telephone conference calls, [Zoom](#), [Skype](#), [Go To Meeting](#), [Google Hangouts](#), [WebEx](#), [Google Classroom](#)
- Ask for input from families, related service providers, and general educators prior to creating draft IEP/MEEGs
- Log all Parent Contacts in EdPlan
- Create Draft IEP/MEEGs
- Share Draft IEP/MEEGs and Invitation to Meeting electronically with legal guardian/caregiver and other team members for additional input, questions, and concerns
- Make any changes determined necessary
- Hold 'virtual meeting' via a predetermined platform. In addition, set up a conference line or use the phone for audio back-up. If there are issues with wireless connections or the internet goes out, you can continue the meeting over the phone.
- Document participation and obtain signatures
 - Participation and required signatures can be documented via email attachment, standard mail, scanned document, a photograph of the signature, or any other electronic means. The method of IEP team review and signature collection should be documented within the IEP. The team may also document that the meeting was held via phone conference. Team signatures can be noted as such and documented in Written Notice.
 - You can add [virtual signatures to documents in EdPlan](#) when you hold a virtual meeting on any platform.
- Create, finalize, and share Written Notice electronically with parents along with Parent Rights, Lindsey Nicole Henry Scholarship information, Parent Survey, Oklahoma School for the Blind, Oklahoma School for the Deaf information if applicable, and any other documents pertinent to the individual student.
 - Document in Written Notice how the meeting was conducted and how participation and signatures have been documented.
- Verify contact information for family members to be included in [Parent Connect](#), so that sharing finalized documents is easy and efficient.