



Virtual IEP Meeting Checklist

TECHNOLOGY

- Test out technology & make sure your device is charged. Charge your device to 100% & make sure you have a charger available.
- Join the meeting 10 minutes early.
- Be aware when your webcam is on. Mute yourself when you are not speaking.
- Check your internet connectivity. Make sure you are in an area with a strong internet connection.
- Have a backup plan ready in case you have technology issues. Ex: participate by phone or on another device.

MEETING PREPARATION

- Ask how student privacy will be protected.
- Ask about the technology platform that will be used. Share any technology concerns or potential barriers you may have about participating in the meeting virtually.
- Ask for a meeting agenda.
- Review all student & relevant information-Meeting notices, student progress, school information, personal information, current IEP, current evaluation, draft IEP, new evaluation reports, information from private/outside providers, etc.
- Prepare a Vision Statement/Parent Input Statement-Prepare a Vision Statement/Parent Input Statement to share with the IEP team that includes short term & long term goals for your child, concerns, and suggestions for accommodations and services. Also include your child's strengths and concerns.
- Prepare your questions-Write down & make a list of any questions you may have.
- Educate yourself on your parental rights, special education procedures, terminology, etc-Educate yourself & be informed so you can be the best advocate for your child.
- Bring someone to the meeting with you-If you feel you need assistance bring someone such as an advocate, friend, or family member to support you & alleviate some of the stress.

MEETING PARTICIPATION/PROFESSIONAL COMMUNICATION

- Be patient especially with the technology.
- Communicate effectively including listening. Listen closely & wait to share your thoughts and ideas until the current speaker finishes speaking. Monitor your facial expressions, tone & body language.
- Dress appropriately & maintain a professional demeanor.
- Keep the focus on your child's needs as outlined in your Vision Statement/Parent Input Statement.
- Review meeting minutes & final IEP-Review the meeting minutes on screen or have them read aloud for accuracy. Make sure meeting outcomes are documented as discussed in the meeting. Be sure you agree with all aspects for the IEP before signing your signature in agreement. If there are aspects of the IEP you are not in agreement with let the IEP team know immediately & do not sign in your signature in agreement.

IMPORTANT: This list is NOT an inclusive list of tips for a successful virtual IEP meeting. The function of this list is to be a starting point and reference.