

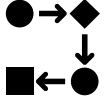








Virtual IEP Meetings: Technology Tips for All Participants

	<p>Be patient—technology may not work as intended. Assume that everyone is doing their best.</p>
	<p>Test out technology in advance, and make sure all devices are charged.</p>
	<p>Have a back-up plan ready in the event technology issues arise.</p>
	<p>Join the meeting about 10–15 minutes in advance to troubleshoot any technology issues.</p>
	<p>Actively listen and participate in the meeting.</p>
	<p>Set up a meeting space that reduces potential distractions to minimize background noise as much as possible.</p>
	<p>Ensure the security of confidential information before, during, and after the meeting.</p>
	<p>Turn off any notifications on your computer—they may show up on others' screens.</p>
	<p>Use headphones or a headset with built-in microphone, when possible.</p>

Common Questions and Answers About Participating in Virtual IEP Meetings

<p>What alternative means of meeting participation are available?</p> <p>There are many approaches for hosting virtual meetings, but not all offer the same features or security.</p> <ul style="list-style-type: none"> • Always check with your district for available options. • Ask about screen sharing, audio, and video capabilities, as well as security features. • Download and install the needed software well before the meeting. 	<p>What if I do not have access to the Internet or a video camera?</p> <p>While video and screen sharing can enhance engagement, they are not required. IEP meetings can be conducted using a conference line, which is accessible through a traditional phone line or through most virtual meeting platforms. Ask for all documents to be shared via e-mail or U.S. mail before the meeting.</p>	<p>How can I be sure the IEP process will be confidential?</p> <ul style="list-style-type: none"> • Ask how the school will ensure student privacy. • Make sure that you are in a location where others will not overhear the conversations during the meeting. • Share documents in a secure manner. 	<p>What supports are available?</p> <ul style="list-style-type: none"> • Request support from your local parent center or district about how to participate effectively. • Parents may find it helpful to invite a support person or advocate to the virtual meeting. • Parents should let the IEP team know in advance if anyone else will be attending and determine how to best communicate with that person during the meeting.
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Virtual IEP Meeting Tip Sheets

This resource was developed in response to requests from state and local educational agencies and parents about how to hold and participate in virtual individualized education program (IEP) meetings. While intended to meet a need during the current COVID-19 pandemic, we hope the content will have broader application.

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