

Remote IEP Checklist

BEFORE THE MEETING:

- Confirm a meeting date and time with team members, including parents
- Create an online meeting invite
- Share digital invitation and draft IEP with team members, including parents
- Find a quiet space with good lighting to conduct the meeting
- Prepare IEP materials
 - Previous or draft IEP
 - Relevant data
 - Work samples
 - Assessment results
 - Progress reports
- Prepare an agenda

ONE DAY BEFORE THE MEETING:

- Send a confirmation email reminder to team members and parents

NOTES

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10-15 MINUTES BEFORE THE MEETING:

- Log in to meeting to confirm everything is working properly
- - Video/webcam working
 - Microphone on and working
 - Share screen so everyone can see digital agenda and materials

DURING THE MEETING:

- Review mute/unmute screen and other teleconferencing functions
- Welcome participants and do introductions
- Take attendance
- Get permission if recording the meeting
- Review agenda
- State purpose of meeting and expected outcomes
- Talks about roles
- Review draft IEP

END OF THE MEETING:

- Summarize any changes made to the IEP
- Review commitments/action items
- Agree when final copy will be sent to parents

NOTES

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- If no changes, team and parents sign-off digitally

AFTER THE MEETING:

- Inform teachers and administrators of changes
- Implement IEP or changes to IEP
- Send hard copies to team/parents
- Take hard copy for cumulative file

NOTES