

Parent Tips for Virtual IEP Meetings

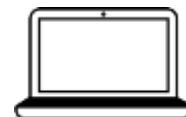
Your child's school is required to hold your child's Individualized Education Program (IEP) meeting, which means this meeting will be virtual or over the phone while school is closed. Below are tips for attending virtual IEP meetings.

Be Ready to Be Contacted

If your child's annual IEP or initial IEP is due soon, you should be contacted by your child's school to set up a time to meet virtually. If you have recently changed your phone number or email address, be sure to let your child's school know as soon as possible so they can contact you.

Your IEP Meeting Will Not Be in Person

Your child's meeting will be held online or through a phone call. The Individuals with Disabilities Education Act (IDEA) has rules in place to use alternative means of meetings, such as video conferences and conference calls.



Work with your school to decide what the best way to hold your meeting is (by phone or online with Skype or Zoom). Tell your child's case manager how you would like documents to be sent to you (by US mail or email). Remember, you should receive the documents 5 business days before the meeting (see PPMD's factsheet about the 5 Day Rule [here](#)).

What Your IEP Meeting Will Be Like

The only thing that has changed about your meeting is the location. The same people are required to attend, all the same paperwork should be provided ahead of time for you to look over, and you should prepare for this meeting like you would normally prepare for an IEP meeting.

Preparing for Your Virtual IEP Meeting

Charge the device you are using for the meeting (phone, computer, tablet) to 100%.

Make sure you have good cell or Wi-Fi service.

Make sure you have received documents from the school you will be discussing.

Prepare concerns you want to discuss.

Dress like you would for an in-person meeting if you are using a video call.

After Your IEP Meeting

As soon as possible after your meeting, write a letter or an email to the teacher who scheduled the IEP meeting. Include in this letter your understanding of what was discussed in the meeting, when you expect to receive the final IEP document, and a phone number or email address that the teacher can reach you by.



View The Parents' Place of Maryland's guide "[How to Prepare a Student for a Virtual Meeting](#)" for more information about setting up your space and your device for a virtual meeting.