

SPARC's Checklist for Participating in a Virtual IEP Meeting

There are a lot of new concerns and adjustments to consider as we all make the shift from in-person to virtual IEP meetings. Review this checklist to prepare for and effectively participate in a virtual IEP meeting.

Preparing for the Meeting

- Share any concerns or questions about meeting topics or access to technology. Ask for practice sessions as needed.
- Review the meeting agenda and any documents to be discussed during the meeting. If needed, ask for hard copies to be sent in the mail.
- Test your technology and practice using the meeting platform prior to the meeting.
- Find a quiet space for the meeting where you won't be disturbed.
- Note if you have any additional concerns or questions you'd like to get addressed during the meeting.

During the Meeting

- Let the team know if the student is or will be in the room during the meeting.
- Ask questions about how to participate in the meeting (i.e., how and when to ask questions and make comments to the group, how to share documents, how to use platform features).
- Ask for documents to be shared on the screen.
- Speak up if there are technology issues (i.e., audio that cuts out, video that freezes, background noises). Do not let people continue talking if you can't hear or understand them. If you can't, it is likely that others can't either.

After the Meeting

- Ask how and when you will receive copies of documents, as needed.
- Share additional questions and feedback on the meeting process with school staff.

If you're interested in having SPARC facilitate your virtual IEP meeting, email Jessica Velez at jessicav@udel.edu or call us at 302-831-8158.

References

- Virtual IEP Meeting Tip Sheet, OSEP-funded projects
<https://www.cadeworks.org/sites/default/files/resources/virtual-iep-meeting-tipsheets.pdf>
- Infographic Virtual IEP Meeting Tips (*English and Spanish*) OSEP-funded projects
<https://www.cadeworks.org/sites/default/files/resources/infographic-virtual-meetings.pdf>
<https://www.cadeworks.org/sites/default/files/resources/sp-infographic-virtual-meetings.pdf>
- IDEA Requirement Checklist for Virtual IEP Meetings, LRP Special Ed Connection
- Sample Virtual IEP Meeting Agenda (*English and Spanish*), OSEP-funded projects
<https://www.cadeworks.org/sites/default/files/resources/sample-agenda.pdf>
<https://www.cadeworks.org/sites/default/files/resources/sp-sample-agenda.pdf>

About the Conflict Resolution Program

The Conflict Resolution Program (CRP), part of the University of Delaware's Institute for Public Administration (IPA) is a resource dedicated to supporting transformational and organizational change in nonprofit, public, government, and educational settings. This is done primarily through teaching and promoting effective communication, collaborative problem-solving, and conflict resolution.

To learn more about our programs, visit

<https://www.bidenschool.udel.edu/ipa/serving-delaware/crp>.



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