

SPARC's Checklist for Leading 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. We've compiled these considerations into a checklist for running a smooth, effective virtual IEP meeting.

Preparing for the Meeting

- Check with parents about their access to technology and barriers to participating virtually.
- Choose a meeting platform that works for all participants (Zoom, Google Hangouts, conference call), provide instructions and tips for using the platform, and offer practice sessions.
- Choose a back-up plan in case of technology issues.
- Develop a meeting agenda with the topics to be discussed and who is responsible for each; the date, time and duration of the meeting; the meeting platform; and the information needed to connect (i.e., links, passwords, phone numbers, meeting numbers).
- Determine what meeting norms and roles will be needed (i.e., mute yourself when you're not speaking, turn video on if available, use the chat feature for questions or comments).
- Share the meeting agenda, documents that will be reviewed during the meeting, and any necessary instructions for participating via email or USPS as needed.
- Determine how you will receive information, forms, and signatures from parents and school staff.

During the Meeting

- Give a brief explanation of the platform features if necessary (mute, unmute, screenshare, etc.), discuss meeting norms and how to participate, and check in that everyone is connected.
- Ask everyone to introduce themselves.
- Ask if the student is or will be in the room during the meeting.
- Communicate aloud who will be leading each discussion topic. For phone conferences, ask everyone to state their name before speaking.
- Pause frequently and ask for questions and comments. Check in with parents.

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.

- Share the IEP document and any related documents on the screen. Refer to page numbers and sections so those with hard copies can follow along.
 - Prepare documents in advance. Close any other windows or programs with private information. Turn off pop-up notifications, alarms, or sound alerts on your device.
- Summarize any decisions made before moving to the next topic.
- Communicate how and when parents and school staff will sign and receive copies of documents, as needed.
- 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

- Get signatures and send copies of documents, as needed.
- Check in with parents for additional questions and feedback on the meeting process.

References

- Virtual IEP Meeting Tip Sheet, OSEP-funded projects
<https://www.cadreworks.org/sites/default/files/resources/virtual-iep-meeting-tipsheets.pdf>
- Infographic Virtual IEP Meeting Tips (*English and Spanish*) OSEP-funded projects
<https://www.cadreworks.org/sites/default/files/resources/infographic-virtual-meetings.pdf>
<https://www.cadreworks.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.cadreworks.org/sites/default/files/resources/sample-agenda.pdf>
<https://www.cadreworks.org/sites/default/files/resources/sp-sample-agenda.pdf>

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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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