



## Parent Tips for Virtual IEPs

During this time of closures due to the COVID-19 pandemic, schools must make every effort possible to meet required timelines by scheduling and holding your child's Individualized Education Program (IEP) meeting online or by phone.



### BE READY FOR THE CALL

- If your child's annual IEP or initial IEP is due, you will be contacted by someone from your child's school to set up the IEP meeting.
- If you have recently changed your phone number or email address, be sure to let the school know as soon as possible.



### YOUR IEP MEETING WILL NOT BE IN PERSON

- The Individuals with Disabilities Education Improvement Act (IDEA 2004) requirements for IEP review, development, evaluations and eligibility are still in place.
- IDEA has provisions to use different ways to participate in meetings, including video conferences like Skype, Zoom or WebEx or by phone.
- Work with your child's school to decide the best way to hold your meeting.
- Ask your school when and how you will receive documents before the meeting.



### WHAT YOUR IEP MEETING WILL BE LIKE

- Your IEP meeting will not be in person. You and the IEP Team may agree to conduct IEP meetings through alternate means, including videoconferencing or telephone conference calls.
- All required IEP members must attend unless you and the school, in writing, consent to excuse a team member.
- Team members should review relevant materials ahead of time to prepare for this IEP meeting. Ask the school if you can receive copies in advance of the meeting of important information that will be used to make decisions at the meeting (like draft goals and objectives, recent evaluations, etc.).



### ATTENDING YOUR IEP MEETING

- Make sure your phone or device is fully charged and you have access to a good cell or WiFi signal. You may want to dress like you would for a regular meeting.
- Have all your documents ready: your current IEP, any evaluations, classwork or other evidence, and any concerns and suggestions you have.
- Find a quiet, comfortable place with a place to write and good lighting.
- Be engaged and ask questions.
- Request a re-cap of IEP agreements before the meeting ends.



### AFTER YOUR IEP MEETING

- Contact your child's special education teacher right away, if you forgot to mention something important during the meeting discussion.
- Look for the final copy of the IEP within ten days of the meeting.



### WHAT IF I NEED HELP

- Call your child's special education teacher or the school's Student Services Coordinator for assistance, copies of documents and current assessments.
- Call or email Leadership in Disabilities and Achievement of Hawaii @ 808-536-9684 for IEP preparation and support, and questions about IDEA and your rights.
- Call or email SPIN @ 808-586-8126 for support, information and questions about special education and community resources.