

Preparing for a Virtual IEP Meeting: A Resource for Families



AFTER THE IEP MEETING

WHAT TO EXPECT AFTER THE MEETING



- You will receive an **updated copy of the IEP within 5 business days** after the IEP meeting that reflects any changes made during the meeting and a Prior Written Notice with updates and notes.
- You may be **contacted** by identified service providers to begin implementation of related services.
- Implementation of all agreed upon components of the IEP should begin **as soon as possible** after the IEP meeting.
- You can expect **consistent progress reports** on the IEP goals and objectives at intervals determined by you and the IEP team. You can request to see data and progress more **frequently** than each quarter of the school year.

NEXT STEPS AND FOLLOW UP ACTIVITIES



- **Read all** meeting documents (IEP, notes, and any additional forms) that you receive after the IEP meeting. Save your documents in a binder, folder, or electronically so they are easy to find.
- **Contact your IEP chair or case manager** if you see anything that appears incorrect in the notes or if you have any additional questions.
- **Engage and communicate** with the teachers and providers frequently, per discussion at the IEP meeting, to support and track your child's progress.

Remember, you can **reach out** to your child's teachers or providers at any time for questions or concerns. Contact the IEP chair or case manager and principal in writing (such as email) to request an IEP meeting if you have concerns, questions, or are worried that progress is not being made.

TECHNOLOGY TIPS



- **Organize** any email communications from the IEP team in an email folder.
- **Save** all electronic documents in an easy-to-find location.
- **Observe** your child's instruction in the virtual setting. Look for the **strategies and supports** identified in your child's IEP. You will be able to see firsthand what is working or not.

Note: There is a **family support coordinator** in every jurisdiction that can help families to understand the IEP process and prepare for meetings.

QUESTIONS TO ASK



Ask questions related to your child's progress and any support needed, such as:

- How can I communicate with you if I have an issue during the school day?
- What accommodations can I use for my child for this activity/assignment at home?
- Can you provide me with more support and information about using strategy at home?
- How do you think my child is doing with this (program, intervention, strategy, goal)?



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WHAT TO EXPECT AFTER THE MEETING



Expect information from the school after the meeting.

You should expect...

- To receive an **updated copy of the IEP within 5 business days** after the meeting that reflects any changes made during the meeting.
- To receive a Prior Written Notice with **updates and notes**.
- To be contacted by identified service providers to **begin implementation** of related services, if applicable.
- Implementation of the IEP to begin **as soon as possible** after the IEP meeting.
- **Consistent progress reports** on the IEP goals and objectives at intervals determined by you and the IEP team. You can request to see data and progress more than each quarter of the school year.

NEXT STEPS AND FOLLOW UP ACTIVITIES



Review meeting documents and follow up with teachers and providers.

- **Save your documents** in a binder, folder, or electronically so they are easy to find.
- **Read all documents** (IEP, notes, and any additional forms) that you receive after the IEP meeting.
- **Contact your IEP chair or case manager** if you see anything that appears **incorrect** in the notes or if you have any additional **questions**.
- **Engage and communicate** with the teachers and providers frequently, per discussion at the IEP meeting, to support and track your child's progress.
- **Contact the IEP chair or case manager and principal** in writing (such as email) to request another IEP meeting if you have **concerns, questions**, or are **worried** that progress is not being made.

Remember, you can reach out to your child's teachers or providers at any time for questions or concerns.

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AFTER THE IEP MEETING

TECHNOLOGY TIPS



Organize materials and observe virtual instruction.

- **Organize** any email communications from the IEP team in an email folder.
- **Save** all electronic documents in an easy-to-find location.
- **Observe** your child's instruction in the virtual setting. Look for the **strategies and supports** identified in your child's IEP. You will be able to see firsthand what is working or not, and then communicate your observations with the teacher and service providers.

QUESTIONS TO ASK



Ask questions related to your child's progress and any support needed.

Examples of questions/sentence starters you can use to communicate after the IEP meeting are:

1. How can I communicate with you if I have an issue during the school day?
2. What accommodations can I use for my child for this activity/assignment at home?
3. Can you provide me with more support and information about using strategy at home?
4. Can we touch base briefly about an issue I have?
5. Can we have a phone call to talk about?
6. How do you think my child is doing with this (program, intervention, strategy, goal)?

Please contact the [local family support services office](#) if you have questions about the IEP process, feel you need support or to find out how to participate in workshops and trainings.