

Checklist to prepare student for involvement in virtual IEP meeting

A lot of preparation goes into involving students with disabilities in their own IEP meetings. As the student's case manager, you may want to take additional steps a few days before the meeting to prepare the student if the meeting is going to be virtual. Use this checklist to help in your preparation. Recognize that your state may have more specific guidelines on involving students in virtual IEP meetings that you may want to add to this checklist.

Check off each step below before a student attends a virtual IEP meeting	
<input type="checkbox"/>	Send home evaluation reports and a draft IEP for the student and his parents, when appropriate, to review a few days before the virtual meeting so the student can prepare any questions he may have.
<input type="checkbox"/>	Help the student develop a multimedia slide presentation or other type of document to express her strengths, interests, and concerns during the virtual meeting, depending on how much she can or wants to talk and share her screen. (If the student can only participate by phone, ensure that she has a printout of the slides of the presentation to read from while you show them on the screen.)
<input type="checkbox"/>	Ensure that the student knows how to share his screen to present what he prepared when the virtual meeting takes place. Discuss how much he can expect to share while also keeping the meeting moving.
<input type="checkbox"/>	Confirm that the student and her parents know how to turn on the camera on their computer, laptop, or mobile device before the virtual meeting so everyone can see each other and, therefore, trust each other. Advise anyone who has privacy concerns to use a virtual background and stay on mute until called on to speak.
<input type="checkbox"/>	Ensure the student knows how to turn off notifications on his computer, laptop, or mobile device before the meeting so the discussion isn't interrupted, and the student's attention is focused on the meeting.
<input type="checkbox"/>	Check that the student knows how to use the chat or Q&A feature if she wants to ask a question but is uncomfortable speaking out loud. Confirm that the team will regularly check that feature for questions and comments, so they do not go unanswered for long. (If the student is participating by phone, regularly pause and ask if she has any questions.)
<input type="checkbox"/>	Discuss proper dress and environment for the virtual meeting so the student does not lie on his family's couch, for example, or attend the meeting in his pajamas. Make sure the student knows that all team members must follow the same ground rules.
<input type="checkbox"/>	Let the student know that you will verbally summarize what everyone has discussed and decided on at the end of the virtual meeting and that you will also allow her to ask questions again at that point.
<input type="checkbox"/>	Inform the student that you will send him a letter via mail or email after the virtual meeting regarding his participation. This letter may say something such as, "I'm so proud of you for taking part in the process." Also remind the student and his parents that they will receive a hard copy of the IEP after the meeting.