



New Hanover County Schools Special Education Department

Virtual IEP Meeting Help and Expectations for Parents and Caregivers

Before the Meeting

- ☐ Before the IEP meeting your child's teacher will email you a draft of the documents to be discussed. Decisions have not been made. This is a draft that serves as a point of reference so that all team members actively participate during the meeting.
- ☐ Plan for extra time before and after the meeting. Make time to set-up and log on to the agreed upon platform. An extra 5-10 minutes before the meeting allows for technical troubleshooting or adjustments, especially if this is a new or unfamiliar meeting platform.
- ☐ Choose a quiet and appropriate area free from unnecessary distraction. Be mindful of the camera views behind you and background noise.
- ☐ If you experience difficulties attending or connecting to the meeting contact the case manager by telephone or email.

During the Meeting

- ☐ During the meeting the IEP team members will be able to see you just as they would in a face-to-face meeting. Likewise, you will be able to see them.
- ☐ When participating consider using headphones if available. Be mindful about using the speakerphone. Those around you will be able to hear your conversation, and the IEP team will be able to hear background conversations. Mute your speaker when you are not actively speaking to reduce noise during the meeting.
- ☐ Everyone will be given the opportunity to contribute during the meeting. Do comment when you have something to share but avoid interrupting or speaking over others.
- ☐ Ask questions throughout the meeting if you do not understand. Ask for clarification or for something to be repeated if you did not hear what was said.
- ☐ During the meeting refer to specific page numbers and sections in documents when talking to ensure all team members can follow along.
- ☐ Stay engaged and present for the meeting. Avoid multitasking (checking email and texts, moving away from the meeting, taking other calls, etc).
- ☐ Ask for a break, if needed. Mute your microphone and deactivate your camera during breaks.
- ☐ If a team member unexpectedly leaves the meeting, the meeting will stop to allow an opportunity for the team member to log back into the meeting. Remember others can see and hear everyone else, including those who may be in the background.

At the End of the Meeting

- ☐ At the end of the meeting the documents will be finalized and team member participation will be recorded on documents.
- ☐ The team should discuss how copies will be provided to you as parent/caregiver.
- ☐ The meeting host will end the meeting via the virtual platform and disconnect all participants or you may choose to announce your leaving and log off as soon as the meeting is completed.

Note: If you have questions or concerns after the meeting please contact the case manager or appropriate Team member.