

IEP Meeting for Transition to Virtual Learning

Purpose: To discuss the family's decision to enroll in virtual learning and clarify how special education services and supports will be addressed moving forward.

1. Welcome & Purpose (5 minutes)

- Introductions and roles
 - Acknowledge parent decision or interest
 - Review purpose of the meeting
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2. Parent Perspective & Plan (10 minutes)

- Parent shares:
 - Reasons for virtual decision
 - Timeline and plans
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3. Discussion of Service Options & Responsibilities (10 minutes)

- Review building and parent responsibilities within the virtual program
- Discuss how special education services may be delivered:

Service Delivery Options to Consider:

- Learner comes to school to receive services in-person
 - Learner joins a pre-existing class/group via Teams
 - Check-ins are scheduled to support executive functioning
 - Learner accesses asynchronous materials independently and meets with an educator and/or paraprofessional 1:1 to pre-teach and review content
 - Learner accesses IEP goal work through 1:1 virtual sessions with an educator
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4. Review of Current IEP & Services (10 minutes)

- Review current IEP services and supports
 - Clarify which goals, services, and accommodations/modifications:
 - Continue
 - Change
 - Note: *Service delivery may change but services must still align to the learner's disability-related needs as identified in the IWAR and IEP*
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5. Team Decisions & Documentation (5 minutes)

- Confirm decisions related to:
 - Service delivery
 - Schedule (*consider sharing a written weekly schedule of meetings and task expectations with learner and parent*)
 - Data collection (*IEP goals, progress monitoring, attendance, and engagement*)
 - Communication
 - Review Prior Written Notice (PWN)
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6. Closing (5 minutes)

- Review next steps
- Thank you, everyone!