# Virtual IEP Meeting Agenda Template

(60 minutes)

Note: *This is a sample template. Teams should modify the agenda as needed to fit their schedule, team structure, and so on.*

| Roles | Meeting Norms |
| --- | --- |
| * **Facilitator:** Explains the purpose of the meeting and keeps the participants on task. * **Scribe:** Takes informal notes. * **Timekeeper:** Times each section of the meeting and helps the team adhere to the allotted time. * **Note-Taker:** Takes formal notes for documentation in IEP template. | * Use the technology that is most accessible to everyone on our team * Maintain a focus on the student’s needs. * Use video, if available. * Avoid multi-tasking or doing other work. * Allow for equal voice. |
|  |  |

| Step | Who | Time |
| --- | --- | --- |
| 1. Introduction and review meeting norms and agenda | Facilitator | 5 min. |
| 1. Review Student’s Present Levels of Academic and Functional Performance (PLAAFPs) | Team | 10 min. |
| 1. Identify measurable annual goals to address all areas of identified needs and how progress will be measured. | Team | 15 min. |
| 1. Develop statement of the special education and related services and supplementary aids and services and a statement of the program modifications or supports for school personnel. | Team | 20 min |
| 1. Address other IEP components. | Team | 5 min. |
| 1. Wrap-up and next steps | Facilitator | 5 min. |

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|  |  |  |  | View additional tools and resources to support Virtual IEP meetings that were developed by a collaboration between six OSEP Funded Technical Assistance & Dissemination Centers (PROGRESS Center, Center for Parent Information & Resources, National Center for Systemic Improvement, CADRE, Family Network on Disabilities, WI FACETS) by visiting: <https://www.parentcenterhub.org/virtual-iep-meeting-tip-sheets/> |  |
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