# 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. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | 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/>  |  |
|  | Logo of the American Institutes for Research |  | 1000 Thomas Jefferson Street NW | Washington, DC 20007-3835202-403-5000 | www.air.org[**www.promotingprogress.org**](http://www.promotingprogress.org) | Logo of IDEAs that Work, U.S. Office of Special Education Programs |  |

This material was produced under the U.S. Department of Education, Office of Special Education Programs, Award No. H326C190002. David Emenheiser serves as the project officer. The views expressed herein do not necessarily represent the positions or policies of the U.S. Department of Education. No official endorsement by the U.S. Department of Education of any product, commodity, service, or enterprise mentioned on this website is intended or should be inferred.

Notice of Trademark: “American Institutes for Research” and “AIR” are registered trademarks. All other brand, product, or company names are trademarks or registered trademarks of their respective owners.