

Sample Virtual IEP Meeting Agenda

(60 Minutes Sample Protocol)

MEETING ROLES



FACILITATOR

Explains the purpose of the meeting and keeps the participants on task



TIMEKEEPER

Times each section of the meeting and helps the team adhere to the allotted time



SCRIBE

Takes informal notes



NOTETAKER

Takes formal notes for documentation in IEP template

MEETING NORMS



Most accessible technology for everyone



Use video, if available



Keep focused on the student's needs



Avoid multitasking or doing other work



Encourage team members' participation

STEPS

1. Make introductions and review meeting norms and agenda
2. Review student's Present Levels of Academic Achievement and Functional Performance (PLAAPF or PLOP)
3. Identify measurable annual goals for the student that address all areas of identified needs and how progress will be measured
4. State the special education and related services the student will receive along with needed supplementary aids and services, and program modifications or supports for school personnel
5. Address other IEP sections
6. Wrap-up and next steps

Who Time

Who	Time
Facilitator	5 min.
Team	10 min.
Team	15 min.
Team	20 min.
Team	5 min.
Facilitator	5 min.

Disclaimer

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