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 (PLAAFP 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
---|---
Facilitator | 5 min.
Team | 10 min.
Team | 15 min.
Team | 20 min.
Team | 5 min.
Facilitator | 5 min.

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