Parent to Parent Quick Tips on Participating in Remote IEP Meetings

Preparing for your IEP meeting in advance will help you focus, use the time efficiently and participate more effectively.

Review current and draft IEP’s, IEP Progress Report Card, and grades.

Consider writing down your questions, concerns and recommendations

in advance.



Ensure you have access to the draft IEP to better follow the discussion. If needed, you may ask the case manager for a copy.

Consider updating the team on the student’s challenges and successes during remote learning.

Maintain a student and solution focused approach.

Expect to have all required members of the IEP Team in attendance and the process and content of face to face meetings followed.

The Team will require you to sign the usual documents and will determine services and supports for one year according to the needs of your child.

Be ready early enough with your fully charged device.

You will be able to choose between participating with just audio or with both audio and video.



For additional information and individual support for remote IEP meetings please email: [odlssparentsupport@cps.edu](mailto:odlssparentsupport@cps.edu) or visit the [Parents Support](https://cps.edu/diverselearners/Pages/ParentalSupportandAdvocacy.aspx) section of [ODLSS webpage](https://cps.edu/diverselearners/Pages/home.aspx).

Parent to Parent Quick Tips on Participating in Remote Sec. 504 Meetings

Preparing for your 504 meeting in advance will help you focus, use the time efficiently, and participate more effectively.

Review current 504 accommodations and modifications.

Consider making notes on your questions and recommendations in advance.



Consider updating the team with information on challenges and successes of your student during remote learning.

Provide the school team with the most current medical records to assist with appropriate health & medical support identification

Expect to have all required members of the 504 Team in attendance, and the process and content of face to face meetings followed.

The team will require you to sign documents and, when conducting yearly review meetings, will determine supports, accommodations and modifications for one year according to your child’s needs.

Be ready early enough with your fully charged device.

You will be able to choose between participating with just audio or with both audio and video.



For additional information and individual support for remote 504 meetings, please email: [odlssparentsupport@cps.edu](mailto:odlssparentsupport@cps.edu) ,or visit the [Parents Support](https://cps.edu/diverselearners/Pages/ParentalSupportandAdvocacy.aspx) section of [ODLSS webpage](https://cps.edu/diverselearners/Pages/home.aspx).