

Welcome! / ¡Bienvenidos!

We will begin at 3:30 / Comenzaremos a las 3:30
Please enjoy the music / Por favor disfruta la música 😊

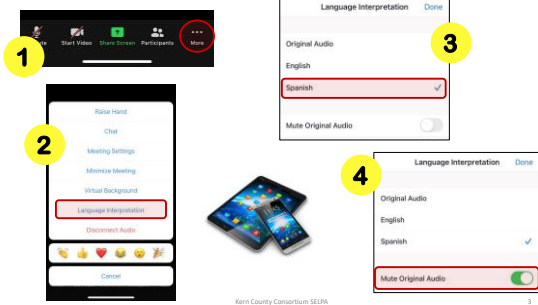
Community Advisory Committee / Comité Asesor de la Comunidad
Presenter / Presentadores: Jennifer Uresti



Kern County Consortium SELPA / Consorcio SELPA del Condado Kern
Office of Mary C. Barlow / Oficina de Mary C. Barlow
Kern County Superintendent of Schools / Superintendencia de Escuelas del Condado Kern
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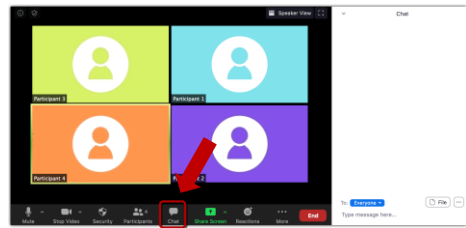


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You can find the chat box by clicking on the chat icon
Puede encontrar el cuadro de chat haciendo clic en el icono de chat



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Agenda

- Technology Tips
- Participating in a Virtual IEP Meeting
 - Before the Meeting
 - During the Meeting
 - After the Meeting

Navigating Through the Virtual IEP Process

Community Advisory Committee
Presenter: Jennifer Uresti



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Technology Tips



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7

Virtual IEP Meetings: Technology Tips for All Participants

	Be patient—technology may not work as intended. Assume that everyone is doing their best.
	Test out technology in advance, and make sure all devices are charged.
	Have a back-up plan ready in the event technology issues arise.
	Join the meeting about 10-15 minutes in advance to troubleshoot any technology issues.
	Actively listen and participate in the meeting.
	Set up a meeting space that reduces potential distractions to minimize background noise as much as possible.
	Ensure the security of confidential information before, during, and after the meeting.
	Turn off any notifications on your computer—they may show up on others' screens.
	Use headphones or a headset with built-in microphones, when possible.

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8

Participating in a Virtual IEP Meeting

Before the Meeting

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9

Student Privacy



- Ensure student privacy will be maintained
- Review with team members how privacy of information is maintained
- Secure a location where others will not overhear the meeting
- Have a plan to share documents in a secure manner

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10



Technology

- Concerns or barriers
 - Confirm attendance
 - Learn about members access needs (Ex. video call or phone call)
 - Ask about additional participants and sharing meeting information
- Platforms and requirements
 - Allow for appropriate participation of all team members
 - Conduct practice sessions if needed
 - Tip sheet or video recording of how to use the platform
 - Brief tutorial of platform features

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11

Agenda

- Norms
 - Meeting agenda and norms should be shared
- Disagreements
 - It is ok to disagree! Have a plan for disagreements, should they come up
 - Provide additional information, invite a team member, etc.
- Back up plan
 - Have a back up plan in case of any technology glitches
 - This may include a number to call or text in case something comes up
- Distractions
 - All team members should do their best to minimize distractions

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12

Supports

- Supports needed
 - Parents should indicate if supports are needed to access the meeting/materials
 - Interpreters
 - Paperwork emailed or mailed
 - Drafts provided before the meeting



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13

Participating in a Virtual IEP Meeting: Before the Meeting

- Student privacy
- Technology concerns or barriers
- Technology platform and requirements
- Agenda and norms
- Back-up plan?
- Remove distractions
- Request interpreters or other supports
- Develop a plan to address disagreements

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14

Participating in a Virtual IEP Meeting

During the Meeting

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15

Student Privacy

- Continue to maintain student privacy throughout the meeting:
 - Ensure that you are in a location where others will not overhear the meeting
 - Share documents in a secure manner



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16

During the Meeting



- Introductions
 - Allow all team members to introduce themselves and their role with the student
 - Have cameras on, if possible
- Listen Closely
 - Pause often
 - Allow time for feedback
 - Allow appropriate wait time when interpreting information

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17

During the Meeting

- Discussion
 - Display documents if possible
 - Refer to page numbers
 - Rephrase and repeat as necessary
- Signatures
 - Discuss and agree on how signatures will be obtained
 - Confirm method of delivering of completed forms
 - Decide on anticipated arrival time



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18

Participating in a Virtual IEP Meeting: During the Meeting

- 1 Follow student privacy guidelines
- 2 Introductions, use camera when appropriate
- 3 Listen closely
- 4 Discuss and agree on the processes to obtain signatures
- 5 Confirm the method for delivering a copy of the completed IEP

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19

Participating in a Virtual IEP Meeting

After the Meeting

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20

After the Meeting

- Follow-up
 - Follow-up phone call
 - Additional questions or concerns
 - Debrief on the meeting
 - State any additional needs
- Finalized materials
 - Confirm with team how finalized materials will be received
 - If necessary, request translation of materials
 - Ask for anticipated arrival date



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21

After the Meeting

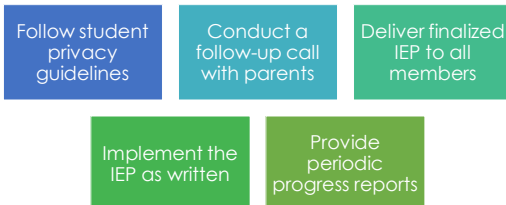
- Implementation
 - Ensure that IEP is being implemented after the meeting has been finalized
 - Communicate with teachers and staff
 - Communicate with student
- Documentation
 - Periodic reports and student progress reports should be provided
 - Outlined in IEP



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22

Participating in a Virtual IEP Meeting: After the Meeting



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23

Remember...

Parents are an equal and valued member of the IEP team!

- Parent Rights still apply to virtual IEP meetings
- Feel free to:
 - Ask questions
 - Take your time
 - Ask for additional information
 - Disagree



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24

Resources for Parents

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25

Resources

- <https://studentprivacy.ed.gov/audience/parents-and-students>
- https://www.parentcenterhub.org/wp-content/uploads/repo_items/sample-agenda.pdf
- https://www.parentcenterhub.org/wp-content/uploads/repo_items/sp-sample-agenda.pdf
- https://www.parentcenterhub.org/wp-content/uploads/repo_items/infographic-virtual-meetings.pdf
- https://www.parentcenterhub.org/wp-content/uploads/repo_items/sp-infographic-virtual-meetings.pdf

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26

Thank you!

Jennifer Uresti, Program Specialist

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27