

Scheduling IEP Meetings

Federal IDEIA 300.322

Notice Sent – No response from parent the date and time are inconvenient:

Conduct the meeting at the date and time on the notice even if the parent is not in attendance. Any changes to the IEP must be made to the document and mailed with the Form 7 – LEA Decision Form to the parent. Form 7 must include a date the change will take effect *at least five school days* after the date of the IEP meeting conducted. If the parent calls just minutes before the meeting date and time, conduct the meeting.

Notice Sent – Parent receives the notice and contacts the school to request a different date and/or time for the meeting:

First attempt to schedule the meeting: This is the initial notice you mailed to the parent as in standard practice discussed above. Use current procedures and the SpEdDoc System as designed. The parent contacts you after the receipt of the notice and requests a change in date and/or time. Proceed to second attempt.

Second attempt to schedule the meeting:

Provide 4 choices for date and time and instruct the parent if these do not work to provide a usable date and time. Do this by creating a memo to the parent. If you get a response from the parent use SpEdDoc to verify the meeting date and time. If you do not get a response from a parent proceed to third attempt.

Third attempt to schedule the meeting:

3.1 Again write a memo to the parent as in second attempt. Provide 4 choices but 2 could be 2 times on the same date and again instruct the parent to provide a usable date and time to use.

3.2 Include this statement in your memo. "If we don't hear from you and you do not provide a convenient date and time then we will hold the meeting on _____ at _____. We will tape record the meeting, copy meeting minutes **and** give you **five** days to respond with your suggestions or comments." **and**

3.3 **If there is a response or no response** from the parent prepare the Meeting Notice using SpEdDoc to finalize the date and time of the meeting

NOTE:

1. Tape recording is a **must do** if you are forced to hold a meeting after the 3rd attempt to schedule gets no response from the parent.

2. File all Meeting Notices and memos to parents in the student folder. Keep an audio tape of the meeting in the student record.



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