

Arc Guide

To scheduling an IEP Meeting



Parents of students with disabilities have the right to be involved in the IEP process to develop, review or revise the Individualized Education Program (IEP) plan. Federal and Minnesota laws regulate how that should happen.

A school must ensure that one or both of the parents of a student with a disability are present at each IEP meeting or that they are offered an opportunity to participate. In order for this to happen, schools must:

- Notify the parents early enough of a meeting so that they will have the opportunity to attend.
- Schedule the meeting at a mutually agreed upon time and place.
- Inform the parents of their right to bring anyone they choose to the meeting.
- Inform the parents about alternatives and methods of specialized instruction. This involves providing information on the variety of settings where specialized instruction can occur.

A written notice should be provided to parents telling the purpose, time, location and who will be attending the meeting.

If the parents cannot attend the meeting, the school must use other methods to ensure parents participation in the IEP such as individual or conference telephone calls.

An IEP meeting can be held without the parent in attendance if:

- The school is unable to arrange the meeting to occur at a mutually acceptable time. In that event, the school must have records that document:
 - Phone calls made and results
 - Copies of correspondence sent and received from the parents
 - Records of visits made to the parents' home, place of employment and results
- Parents do not show up for a scheduled meeting.

The school must take the necessary action to ensure the parent understands the proceedings of the IEP team meeting, including arranging for an interpreter if needed.

Parents must receive a copy of the IEP at no cost.

For further information or advocacy services, contact Arc Greater Twin Cities at 952-920-0855 or visit www.arcgreatertwincities.org. Tell us what you think about this Arc Guide. Please complete a short survey online at <http://arcgreatertwincities.org/resources.aspx>. Thank you!