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*

### 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

<table>
<thead>
<tr>
<th>Who</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitator</td>
<td>5 min.</td>
</tr>
<tr>
<td>Team</td>
<td>10 min.</td>
</tr>
<tr>
<td>Team</td>
<td>15 min.</td>
</tr>
<tr>
<td>Team</td>
<td>20 min.</td>
</tr>
<tr>
<td>Team</td>
<td>5 min.</td>
</tr>
<tr>
<td>Facilitator</td>
<td>5 min.</td>
</tr>
</tbody>
</table>

### 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

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