



Arc Guide to Scheduling an IEP Meeting

Parents* of students with disabilities have the right to be involved in the process of developing, reviewing or revising the student's Individualized Education Program (IEP). Federal and Minnesota laws regulate how this should happen.

A school must ensure that one or both 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 parent of their right to bring anyone they choose to the meeting.
- Inform the parent 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, such as individual or conference telephone calls, to ensure parents' participation in the IEP.

An IEP meeting can be held without the parents 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 documenting:
 - 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
- Parent does 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.

*When a student turns 18, they assume all the rights of an adult unless parents or someone else has assumed guardianship. That is, a student signs all their own documents and makes their own decisions regarding education without requiring parental involvement or approval.

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For further information or advocacy services, contact The Arc Greater Twin Cities at 952-920-0855 or visit www.arcgreatertwincities.org. Thank you!

This document is not legal advice, and should not be construed as such. Thus, no information herein should replace the sound advice of an attorney.