



Virtual meetings during extended school closure
A parent how-to guide
April 23, 2020

How to Join a Virtual Meeting

If using a Computer to Join a Virtual Meeting-

There is a Joining Info listed under Join Hangouts Meet/ZOOM invitation. You can join the virtual meeting by selecting the link provided.

If using a Cell Phone/Tablet to Join a Virtual Meeting-

You can download the Google Meets or ZOOM App for free on any device. You will see Joining Info listed under Join Hangouts Meet or ZOOM and can join the virtual meeting by selecting the link provided.

If Joining a Google Meeting or ZOOM by Phone-

Dial the phone number attached to the invite in your email. This will assist you with Joining by Phone.

Nuts and bolts

Come prepared

During the extended school closure, you should receive a draft copy of your son or daughter's IEP. Please be sure to have this available to review beforehand and during the meeting.

Service delivery statement or team proposal

A PDF form of the service delivery document will be sent to you at the end of the meeting or immediately following the meeting so you have a copy of the service delivery and goals that were developed and proposed at the meeting.

When do I get my paper copy of the IEP?

After the meeting is held, a final paper copy will be mailed out from Pupil Personnel Office for you to review and take action.

How will I sign paperwork?

The online platform that the district uses has developed a way to sign documents digitally. You will receive an

email from a do not reply address to access the Collaboration Portal, where you can sign documents (e.g. attendance sheet, progress reports, or IEP and placement pages), or you can return the signature pages to the Pupil Personnel Office.

General guidance for remote meetings

Help manage distractions

During the closure, many of us are balancing multiple responsibilities. Using a pair of headphones or earbuds can be helpful to reduce distractions.

Respect the privacy of the meeting attendees

No recording of the meeting will be taken. As per the virtual meeting letter mailed by the Pupil Personnel Services Director, by participating in the meeting all participants agree not to record, share, or post the IEP meeting. This is pursuant to Massachusetts student privacy and digital privacy laws, and Family Education Rights and Privacy Act.