



Reynoldsburg City Schools Procedures for Alternative Meeting Participation and Consent

This document provides Reynoldsburg City Schools' staff with clear, step-by-step procedures for arranging and conducting alternative meeting formats (such as virtual or hybrid IEP meetings) to ensure meaningful parental participation in compliance with IDEA §300.322 and Ohio Operating Standards.

1. Purpose

To guide staff on the appropriate steps to secure parental participation when an alternative meeting format is requested or necessary, ensuring compliance with federal and state regulations.

2. Mutual Agreement and Consent

- Discuss Alternative Options: The school/district representative must collaborate with the parent to explore alternative meeting formats such as video conferencing or conference calls. The selected method must be convenient and accessible to the parent.
- Obtain Parent's Consent: Parents must voluntarily agree to the alternative format. If parents prefer an in-person meeting, they are not required to accept a virtual option. Document the parent's agreement in the student's educational on the Attempts Page in Same Goal.

3. Meeting Preparation

- Provide Meeting Invitation: Send written 1 month in advance, including:
 - Purpose of the meeting
 - Date, time, and location ([Send a Google Invite](#))
 - Names and roles of expected attendees
 - Parent's right to invite individuals with special expertise
- Share Documents in Advance: Provide draft IEPs, evaluation reports, progress data, and any other relevant materials at least 3-5 business days before the meeting.
- Prepare for Technology: Confirm the reliability, security, and accessibility of the chosen platform ([Google Meet](#)). Provide clear instructions for logging in and joining the meeting. Offer a test run to troubleshoot technology issues prior to the scheduled meeting.
- Arrange Accommodations: Provide interpreters, captioning, or alternative communication methods as needed. Ensure parents who are deaf, hard of hearing, or whose primary language

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is not English receive the appropriate support. **Please see your coordinator for language assistants if you need help setting up interpreters.**

4. Conducting the Meeting

- Follow an Agenda: Use a structured agenda to maintain focus and efficiency. The facilitator sets ground rules to ensure equal participation and respectful communication. If you need a sample agenda please ask your coordinator.
- Confirm Attendance and Consent: Record the attendance of all IEP team members. Obtain electronic or physical signatures.
- Ensure Participation: Share key documents on screen, in the chat, or by email during the meeting. Ask regularly for questions, clarifications, and parent feedback.
- Recording the Meeting: **We do not record meetings or use AI to take notes.**

5. After the Meeting

- Follow Up with Parents: Conduct a follow-up call or email to address any remaining questions..
- Deliver the Final IEP: Provide parents with a signed copy of the finalized IEP and accompanying Prior Written Notice (PWN) promptly, in their preferred format (digital or hard copy).

6. Additional Considerations

- Failure to Secure Parent Participation: If unable to secure parent participation despite reasonable efforts, document all attempts (phone calls, emails, certified letters) before proceeding with the meeting without the parent.
- ADA Compliance: Ensure all platforms used meet ADA accessibility standards for parents and staff with disabilities.

7. Contact Information

For questions or support in scheduling and conducting alternative-format meetings:
Reynoldsburg City Schools – Jeff Eader, Interim Director of Special Education
Phone: 614-501-5783
Email: jeffrey.eader@reyn.org

This document is intended as a procedural reference for Reynoldsburg City Schools staff and does not replace the full requirements outlined in IDEA or Ohio Administrative Code.

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