

IEP Meetings – Your Rights and Responsibilities

When Should IEP Meetings be Held?

The priority shall be to hold IEP meetings during the instructional day. In the event IEP meetings must be scheduled at a time outside of the instructional day, meetings shall be scheduled with notice to all IEP team members at least seventy-two (72) hours in advance. The seventy-two (72) hour notice may be waived when an emergency addendum meeting is necessary and is called by the teacher of record. Meetings shall be scheduled for a reasonable length of time as would be dictated by the professional duties and responsibilities of the unit member(s).

How Long Should IEP Meetings Last?

The length of the IEP meeting session will be mutually agreed upon at the beginning of the meeting by the members of the IEP team. In the event more time is needed to complete the IEP, the meeting shall be scheduled for continuation at the earliest agreed upon time.