

Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

December 19, 2018

MEMORANDUM

To: Members of the Board of Education

From: Jack R. Smith, Superintendent of Schools

Subject: Preparation for Individualized Education Program Meetings (SPC-10-11-18-01)

Question

Mrs. Smondrowski requested an informational video or checklist to help parents prepare for the Individualized Education Program (IEP) meeting. She also requested that the video be e-mailed to the parents prior to the IEP meeting.

Response

Staff in the Office of Special Education is committed to helping parents/guardians prepare for IEP meetings. An informational [video](#) illustrating what takes place prior to IEP meetings and parent/guardian involvement in the IEP process may be accessed on the Montgomery County Public Schools website. Parents/guardians who attended a December 5, 2018, workshop at three locations throughout Montgomery County had the opportunity to view the informational video. In addition, the video will be shared with lead special educators at an upcoming meeting to learn about the ways it may be shared with parents/guardians prior to IEP meetings.

In addition to the informational video, new documents have been created to help parents/guardians prepare for and develop an understanding about the IEP process. The documents include: *Maximize Your Involvement in the Individualized Education Program (IEP) Process*; *A Parents'/Guardians' Guide to an Individualized Education Program (IEP) Development/Review Team Meeting*; and *What an Individualized Education Program Contains*. These documents were shared with attendees at the parent/guardian workshop on December 5.

If you have any questions, please contact Mr. Kevin E. Lowndes, associate superintendent for special education, Office of the Chief Academic Officer, at 240-740-3041.

JRS:MVN:KEL:lf

Copy to:
Executive Staff
Ms. Webb