

Empowering Families:

Pre-IEP Parent Collaboration Protocol

THE CHALLENGE

Parents play a vital role on the IEP team, but the way educators incorporate their feedback in the IEP and process varies widely.

THE SOLUTION

As part of SIL's Innovating for Student Excellence (ISE) Networked Improvement Community, districts, SELPAs, and County Offices of Education across California collaborated to create a Pre-IEP Parent Collaboration Protocol to facilitate conversations with families prior to holding IEP meetings. This protocol standardized conversations with families, provided case managers with a clear framework for discussing IEPs, and facilitated family engagement and understanding in the IEP process.

THE IMPACT

Several districts that implemented the protocol within the ISE Networked Improvement Community saw notable increases in collaborative conversations with families prior to the IEP meeting. For example, Clovis USD increased the frequency of these conversations by approximately 50%, while two other districts saw an **increase of 40% and 80%**.



“When our teams use the Parent Collaboration Protocol, we see greater development of mutual trust and sense of shared purpose. This leads to stronger partnerships to better support our students.”

Theresa Pafford

*Administrator,
SELPA & Legal Compliance
Clovis Unified School District*



Clovis Unified School District staff and students.

PRE-IEP PARENT COLLABORATION PROTOCOL IMPLEMENTATION STRATEGIES AND TOOLS

1 Schedule time to speak with the student's parent/guardian on the phone or in person

Note: This document should not be sent via email or home in a student's backpack. The intention is to hold a conversation.

2 Follow the protocol questions and ask follow up questions as needed.

3 Personalize and prep the IEP document with the additional information gained from the pre-IEP meeting conversation.

Pre-IEP Parent Collaboration Protocol

Prior to a scheduled IEP meeting, please seek verbal input from the parent/s to assist the team in the development of the draft IEP.

Parent collaboration date: _____

Student: _____

IEP date: _____

1. What do you feel are your child's greatest strengths?
2. What do you feel are areas of weakness for your child and what do you hope he/she accomplishes/learns over the next school year?
3. What is your long-term goal for your child and what steps do you think need to be worked on to obtain that long-term goal?
4. Do you have any educational concerns the team can address at the IEP meeting?
5. Do you have any IEP goal recommendations for your child's upcoming IEP meeting (in academic &/non-academic areas of need)?
6. On a scale from 1 to 10, what is your familiarity with the IEP process?
7. Do you have any questions about the upcoming meeting that I can help answer?
8. Is there anything else you feel is important for us to know?

[Pre IEP Parent Collaboration Protocol](#)

