

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

November 20, 2019

MEMORANDUM

To: Members of the Board of Education

From: Jack R. Smith, Superintendent of Schools

Subject: Preparation for Individualized Education Program Meetings (CSEC-10-15-19-02)

Question

Mrs. Smondrowski requested that a video, in multiple languages, be available to share with parents prior to their Individualized Education Program (IEP) meeting, to help parents to prepare for IEP meetings. *Mrs. Smondrowski had requested this video at the Committee of Special Population on October 11, 2018. A memorandum from the superintendent was shared with the Board members on December 19, 2018, (see attachment). The video shared with the Board was only available in English.

Response

The video, *What Happens at Meetings Conducted Prior to IEP Meetings*, is available on the MCPS TV YouTube channel at <https://www.youtube.com/watch?v=pLXukfDpQMs&t=1s>. The video is captioned on the MCPS TV YouTube channel; therefore, it may be viewed with captions in any language.

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:MBM:MVN:KEL:pgw

Attachment


Copy to:
Executive Staff
Ms. Webb

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

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Ms. Webb