Continuation Meeting: A **Continuation Meeting** occurs when the Parents/Gaurdians and IEP Team needs to reconvein to further discuss the IEP at another time or the IEP team meets the day of a scheduled meeting and the Parent does not show, thus having to schedule a continued meeting when the Parent is available.

- To schedule a Continuation Meeting, click on the link Add Contact Attempt or Continuation.
- The **Meeting Event** box will then pop up.
- Select **Meeting Continuation** and then fill out the Continuation Date, Time, Place, and any notes you would like to record and click **Save**.

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Scheduling Notes: Interpreter Needed		Continuation Date 7/7/2020 0 7 V : 00 V AM V
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- The **Meeting Continuation** information will be listed underneath the Add Contact Attempt or Continuation link.
- Next go to the Pre-Meeting tab and complete the Notice of IEP Continuation Meeting form (this form can be sent electronically to the parent to sign).
- For 2nd or 3rd continuation meeting, click the **Add Page** button at the top of the form.

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• The day of the Continuation Meeting, follow the outlined steps above to fill out the Participation form, choosing a Parent Response, Continuing the meeting again, or Finalizing the meeting.

Other Documents: How to Add a Contact Attempt

Steps to Finishing an IEP