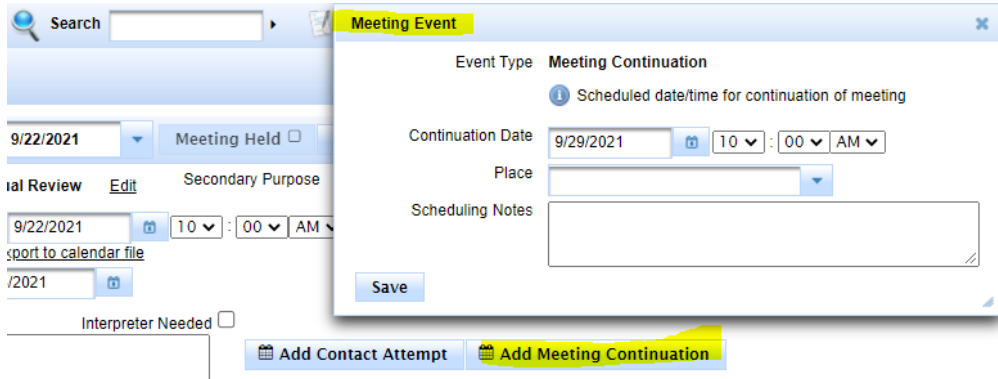
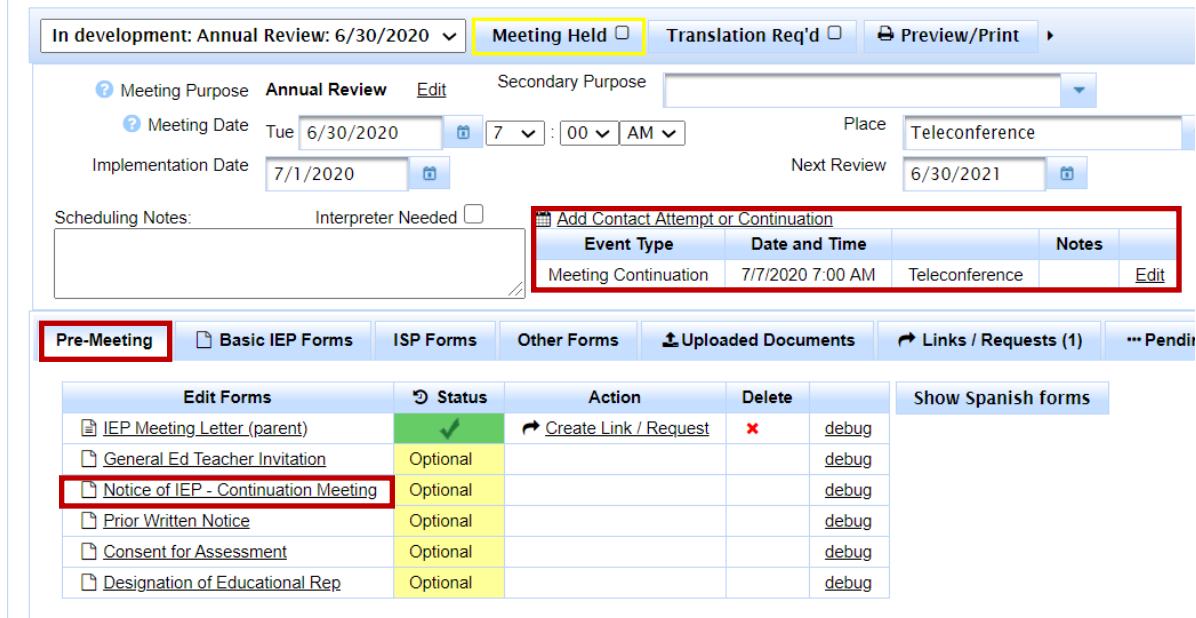


Continuation Meeting: A **Continuation Meeting** occurs when the Parents/Gaurdians and IEP Team needs to reconvein to further discuss the IEP at another time or the IEP team meets the day of a scheduled meeting and the Parent does not show, thus having to schedule a continued meeting when the Parent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



- 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.



Event Type	Date and Time	Notes	
Meeting Continuation	7/7/2020 7:00 AM	Teleconference	Edit

Edit Forms	Status	Action	Delete	
IEP Meeting Letter (parent)	✓	Create Link / Request	✗	debug
General Ed Teacher Invitation	Optional			debug
Notice of IEP - Continuation Meeting	Optional			debug
Prior Written Notice	Optional			debug
Consent for Assessment	Optional			debug
Designation of Educational Rep	Optional			debug

- 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.