



## **Alternative Means of Evaluation Team Meeting Participation**

In accordance with IDEA and district policy, parents/guardians and required team members may participate in ETR meetings through alternative means if in-person attendance is not possible.

### **Acceptable Alternative Participation Methods:**

- **Telephone Conference**
- **Video Conference (Zoom, Google Meet, etc.)**
- **Written Input Prior to Meeting**
- **Email Communication for Scheduling/Follow-Up**
- **Recording (if permissible by district policy and with consent)**

### **Documentation Requirements:**

- Parent was offered alternative means of participation
- Parent selected preferred method and consented
- Communication logs retained (e.g., call notes, emails, signed consent)
- Meeting notice included chosen method of participation
- Participation was documented in the ETR report and Prior Written Notice
- All new data was entered into the RtI and Referral Request tabs in the Master Roster

### **Parent/Guardian Participation Method:**

In-person  Phone  Video  Written Input

Other: \_\_\_\_\_

### **Notes/Details:**

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**Staff Initials:** \_\_\_\_\_

**Date:** \_\_\_\_\_