

CREATING A SHARED SPACE

When setting up a shared space, it is recommended to create an inclusive, comfortable environment where both adults and students can engage collaboratively to ensure meaningful participation.

A neutral, welcoming environment fosters open communication and collaboration.

Avoid seating arrangements that separate parents or students, as this can make them feel excluded or uncomfortable.

The setting of an IEP meeting can greatly influence the effectiveness and comfort of the participants.

Make arrangements for an interpreter in advance, if necessary. Ensure interpreters are positioned to communicate effectively with and on behalf of families who require their services.

Ensure that the technology is set up and functioning correctly.

Provide pens, highlighters, sticky notes, and other similar supplies.

Ensure the environment is comfortable and conducive to collaboration (e.g., seating arrangements are intentional and items like tissues, water, etc., are readily available).

Make enough copies of documents for each participant in the IEP meeting.

The room should be spacious enough to accommodate all participants comfortably, with a table arrangement that promotes equality and easy communication. Consider using a round table if possible.

