

Student Snapshot Guidelines for Use

Purpose

One way to engage families in the Individualized Education Program (IEP) planning process is to ask for their perspective and input. The Student Snapshot was developed with that purpose in mind – providing a way to help families share information with school staff.

Suggested Use for the Student Snapshot

When should I provide the Student Snapshot to the family?

The form can be provided to the family

- at/during an initial evaluation process.
- each year with a copy of the previous year's form so that they could note changes on the Student Snapshot form.
- at least two weeks prior to an IEP meeting.

Does the family need to answer all the questions?

No. School staff could select specific questions to answer. A family would not have to answer all questions. School staff could highlight the questions you would like the family to focus on in any given year. The Snapshot is a tool for families to give input that they are comfortable providing.

How should I provide this form to the family?

School staff could choose to:

- Print out a copy and give it to the parent a few weeks before the meeting.
- Email the Student Snapshot to the family and have them complete it in a written or electronic format. Keep the completed Student Snapshot with the IEP.
- Meet with the family, read the Student Snapshot questions aloud, and let the parent provide the information verbally. School staff could also scribe for the family.
- Make sure the Student Snapshot is given to the family in their language. The Student Snapshot is available in Spanish.

How can I make sure the family fills out the Student Snapshot prior to the IEP meeting?

- Consider the student's family and what you know about them.
- Consider what access issues there might be because of language differences, literacy issues, disability or other needs/preferences that would make completing a written questionnaire difficult.
- State the purpose of the form and how important their input is in the planning process.
- Send the form to them and then follow up in another way (phone call, email, text message, in-person visit) to encourage them to complete the form.
- Let the student know that they do not need to complete the whole form. If there are questions that they prefer to not answer, let them know it's okay.

Most Importantly

Use the parent's/family's input from the Student Snapshot to develop the IEP!

