

My Snapshot Guidelines for Use

Purpose

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

Suggested Use for the My Snapshot

When should I provide the Student Snapshot to the student?

The form can be provided to the student

- 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 My Snapshot form
- at least two weeks prior to an IEP meeting

Does the student need to answer all the questions?

No. You could select specific questions to answer. A student would not have to answer all questions. School staff could highlight the questions you would like the student to focus on in any given year. The My Snapshot is one tool for students to give input.

How should I provide this form to the student?

You could choose to:

- Print out a copy and give it to the student to complete a few weeks before the meeting.
- Email the My Snapshot to the student and have them complete it electronically. Keep the completed My Snapshot with the IEP.
- Allow the student to answer the questions in other ways – verbally, in power point, video, or written.
- Read the My Snapshot questions aloud and let the student provide the information verbally. You could also scribe for the student.
- Make sure the My Snapshot is given to the student in their language. The My Snapshot is available in Spanish.

How can I make sure the student fills out the My Snapshot prior to the IEP meeting?

- Consider the student and what you know about them. How do they complete tasks? What would be the best way for the student to answer the questions?
- 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.
- 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 student's input from the My Snapshot to develop the IEP!

