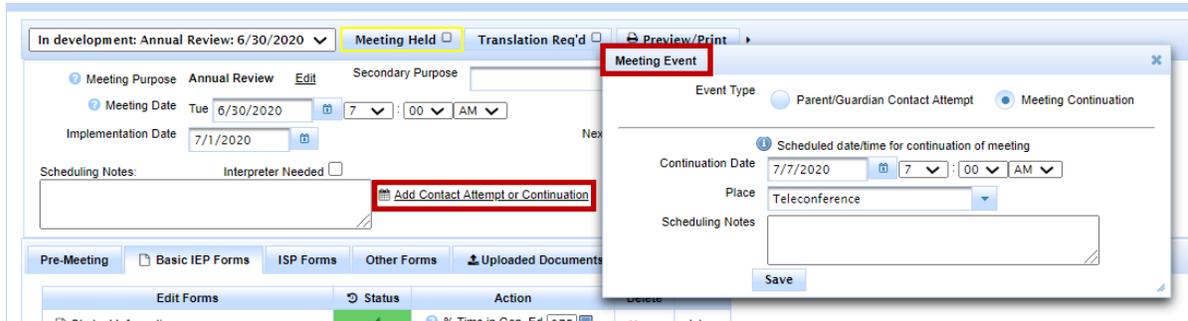
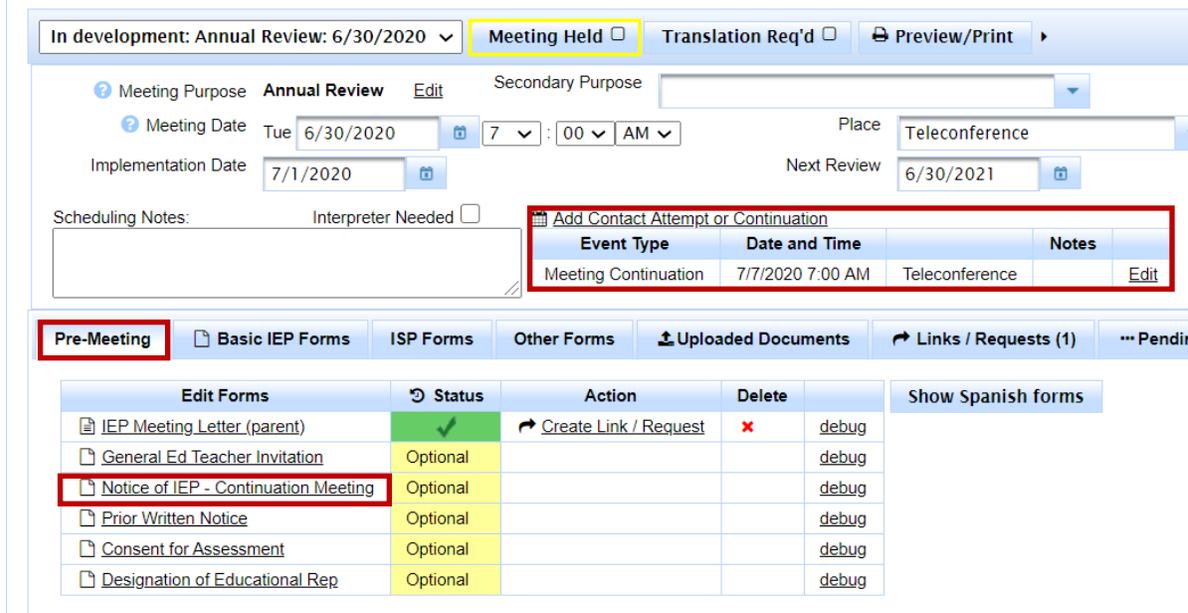


**Continuation Meeting:** A **Continuation Meeting** occurs when the Parents/Guardians and IEP Team needs to reconven to further discuss the IEP at another time or the IEP team meets the day of a scheduled meeting and the Parent does not show, thus having to schedule a continued meeting when the Parent 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 2<sup>nd</sup> or 3<sup>rd</sup> continuation meeting, click the **Add Page** button at the top of the form.



- 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.