



Scheduling IEPs with Google Calendar

January 24, 2012



Why?

- Ease of use and convenience
- Person initiating meeting controls date & time -
No “surprise” meetings
- Reduces clerical time spent by psychologist
- Everyone can view calendar



When?

- IEP meetings will be scheduled using Google Calendar after local site SE staff have been trained, but no later than **Monday, February 13th** (3 weeks from today)



Accessing and Navigating Google Calendar

- ◊ Access Google Mail
- ◊ Click on Calendar



Creating and Sharing School's IEP Calendar

- Only have to do this one time
- Select “Create New Calendar” from “My Calendar” drop-down list (left side of calendar)
- Enter “Calendar Name” (e.g., El Capitan IEP Calendar)
- Enter names of persons that will need access to calendar



Creating and Sharing School's IEP Calendar

- Assign Privileges

- “Edit” for those that will need to post IEPs (all SE certificated staff at school site, Psych Secretary, Psych Aide, Admin. Designee, etc.)
- “View” for anyone else that will need access (School's Admin Team, Counselors, etc)



Posting IEP Meeting on Google Calendar

- When possible, contact parent to determine if proposed date/time are acceptable
- Select Name of IEP Calendar (e.g., El Capitan IEP Calendar)
- Select Date
 - **Only regular IEP meeting days, unless authorized by Admin. Designee**
 - **Annual Reviews: At least 4 weeks in advance of due date**
 - **All Other Meetings: At least 1 week before meeting**



Posting IEP Meeting on Google Calendar

- Click “Edit event”
- Enter Time (**only within regular meeting day schedule e.g., 8:00 to 3:00**)
- What: Enter Student’s ID Number, Name (Last, First), Purpose (e.g., AR/ITP), and Name of Advocate Teacher
- Click “SAVE”



Posting IEP Meeting on Google Calendar

- As Needed

- Enter Description
- Enter “Place” if different from regular meeting room
- Invite “Guests” (e.g., GE Teacher, Related Service Providers)
- Set-up reminders



Scheduling Responsibilities

- When possible, pre-arranging date/time with parent – **Person initiating meeting**
- Posting IEP Meeting on Google Calendar
 - Initial IEPs, Triennials, and 30-Day Reviews – **Psychologist**
 - Annual Reviews – **Advocate Teacher**
 - All other meetings (amendments, etc.) – **Person requesting meeting**



Scheduling Responsibilities

- Notifying relevant School Staff
 - “Staffing Notice” sent to relevant staff - **Psychologists Secretary (remainder of this school year)**
 - Use of Google Calendar “Invite Guests” feature - **Person posting IEP meeting (optional for remainder of this year; required next year)**



Scheduling Responsibilities

- Notifying parents and outside agencies
 - Mailing IEP Meeting Notice – **Psychologist's Secretary (remainder of this school year);**
 - Reminder phone call – **Joyce Bassetti (remainder of this school year); Clerical Support at local school site (starting next school year)**



Scheduling Responsibilities

- Arranging for language interpreter – **Psych Aide**
- Rescheduling – **Psych Aide**



Canceling/Rescheduling IEP Meetings

- Do not cancel or replace an existing meeting for a student that is not on your Advocate List
- To cancel a meeting, click the “Delete” button. You will be asked whether you want to send automatic cancelation notices to “guests”
- Use Psych Aide to assist with reschedules

Additional Features and Tips

- Google Agenda (Click “Agenda” in upper right side of calendar)
- Printing Calendar (Click “More” in upper right side)
- Using Google HELP (Click the “gear symbol”  in upper far right side)



Language Interpreters

- Use Psych Aide to assist with arranging interpreters
- To request an interpreter:
 - Check availability on “Translation Services” calendar
 - Add type of interpreter (e.g., Spanish) after name of Advocate Teacher in the “What” field when posting the IEP meeting on Google Calendar (see Slide 8)
 - In “Location” specify name of school and IEP meeting room
 - Add “translation services” as a Guest.