

**Tumwater School District
Special Services
District Representative Responsibilities**

Requirements

1. Every IEP must have a clearly designated district representative.
2. District representatives must be present at the IEP meeting (conference call with a district representative present is legally acceptable but re not typically used unless all other alternatives have been exhausted.
3. Only individuals who are trained through the TSD Special Services Department may serve as district representatives. Individuals who are providing the primary IEP services to the child cannot serve as the district representative. Possible district representatives include:
 - a. Principals
 - b. Assistant Principals
 - c. Executive Director/Directors
 - d. Supervisors
 - e. Psychologists
 - f. Ed Specialist
4. District representatives must be knowledgeable about district programs, funding and availability.

WAC 392-172A-03095 IEP Team Membership

(d) A representative of the public agency who:

- (i) Is qualified to provide, or supervise the provisions of specially designed instruction to meet the unique needs of students eligible for special education;
- (ii) Is knowledgeable about the general education curriculum; and
- (iii) Is knowledgeable about the availability of resources of the school district.

NOTE:

If the resources/services/equipment/staff exist at the building and members of the IEP team are in agreement that those resources/services/equipment/staff can be used and are sufficient to meet the needs of the student, then the District Representative has the authority to allocate those resources/services/equipment/staff.

If the resources/services/equipment/staff do not exist at the building, contact the Special Services Director or Supervisor and explain the situation. The Special Services Director will help determine who needs to be present at the IEP meeting to act as the District Representative. Issues of this type (if anticipated) need to be discussed with the Director or Supervisor in advance. If issues come up at an IEP meeting, they are tabled until the Director or Supervisor can be consulted.