

PARENT PARTICIPATION REMINDERS

- For Annual IEPs and Triennial Re-Evaluations:
 - You **must** have scheduled a meeting at a mutually agreed upon date, place and time in order for that meeting to count, as the parent not attending the meeting, and you being allowed to meet without them.
- You **must give parents advance notice** of a meeting when scheduling of **at least 5 school days** unless it is an emergency meeting due to an emergent event. (Not because it is an emergency for you!)
- If parents are not present at an annual IEP or Re-Evaluation:
 - There **must** be documented evidence that the meetings were scheduled at a mutually agreed upon place, date and time for the meeting to proceed.
 - If an annual IEP or Re-Evaluation **was** mutually agreed upon:
 - Then **proceed** and notify the parent afterward.
- If the parent signs the consent to evaluate (Initial) and does not make the child available for the evaluation:
 - You **must notify** the Special Services office and send a Prior Written Notice (to the parent) closing the evaluation.
- If the parent does not sign agreement with initial placement of the IEP:
 - Then **you cannot serve** the student.
- If the parent refuses the initial IEP:
 - You **close the file** and send it to the District Office to be archived.
 - You must **send a PWN notifying the parent** you are closing the file due to refusal of services by the parent.