

# Meeting Notice and IEP Coversheet



CHANDLER UNIFIED SCHOOL DISTRICT

# Meeting Notice and IEP Coversheet

## Parent Participation

- ▶ IDEA provisions are intended to ensure that parents are afforded every opportunity to
  - ▶ attend the meeting **AND**
  - ▶ meaningfully participate



# Meeting Notice and IEP Coversheet

## Parent Participation

- ▶ Each public agency must take steps to ensure that one or both of the parents of a child with a disability are present at each IEP Team meeting, or are afforded the opportunity to participate... [§300.322(a)]

### This includes:

- ▶ (1) Notifying parents of the meeting early enough to ensure that they will have an opportunity to attend; and
- ▶ (2) Scheduling the meeting at a mutually agreed on time and place. [§300.322(a)(1) and (2)]

# Meeting Notice and IEP Coversheet



1

**MEETING NOTICES FORMS & REPORTS**

Rocket, John - RB10LR

Delete	Copy	Created Date	Meeting Date	Description	Print English Form	Print Spanish Form	Print To PDF	Lock	Log
<a href="#">+ Add New Meeting Notice</a>									

Student Profile	Meeting Notices	Prior Written Notices	Evaluation MET	IEP Designer	Reporting
-----------------	-----------------	-----------------------	----------------	--------------	-----------

2

**ADD NEW MEETING NOTICE** Select

Student Name: **Rocket, John**  
Student ID: **RB10LR**  
Group Code: **TRN**  
Created Date: **03/02/2020**

This option will create a new Meeting Notice record for this student. Select the "Add New Meeting Notice" button below to proceed. To cancel, return to the Selection Screen.

3

Rocket, John - RB10LR

Delete	Copy	Created Date	Meeting Date	Description	Print English Form	Print Spanish Form	Print To PDF	Lock	Log
<a href="#">+ Add New Meeting Notice</a>									
		3/2/2020		urpose entered.					

**Follow these steps to generate a meeting notice in IEP PRO**

**NOTE: Separate screens are represented here so be sure to address the pertinent content on each page**

# Meeting Notice and IEP Coversheet

Save Print S Print Student Name: Rocket, John Select

Meeting Notice Main | Meeting Notice Purposes | Meeting Notice Participants

Program Code: TRN Created Date: 2/3/2020 Student ID: RB10LR  
Last Updated: 3/2/2020 10:13:17 AM Group/User Last Updated: ALL / kstrong

### MEETING NOTICE

Meeting Date: 03/02/2020 Notice Date: 02/03/2020  
Meeting Time: 7:30 am-8:15am Day of Week: Monday  
Meeting At: Navarrete Elementary Location: Conference Room

Add/Update School  
Navarrete Elementary  
Pathways School  
Perry High School

Meeting Address: 6490 S. SUN GROVES BLVD, CHANDLER, AZ 85249  
Contact: Andrea Donnellan Phone: 480-883-4800

Remove Address:  (NOTE: Selecting this option will not print the student address on the printed copy)

Print Contact Details:  (NOTE: Selecting this option will print the details below on the printed copy)

Date(s) of Contact: 1- 01/27/2020 2- 01/28/2020 3- 01/28/2020

Contact Details:  
1-Message left for parent indicating proposed time and date.  
2-Parent called back to confirm date and time.  
3-Meeting notice mailed home.

Meeting Cancelled:

Reason for Cancellation:

Save Print S Print Student Name: Rocket, John

- Indicate start AND end time
- Add/update the school to auto populate the address and phone number
- Check the box for Print Contact Details, enter dates of contact, and contact details
- Indicate the reason that a meeting is cancelled
- Create a new meeting notice when the meeting is rescheduled

# Meeting Notice and IEP Coversheet

Save Print S Print Student Name: Rocket, John Select

Meeting Notice Main | Meeting Notice Purposes | Meeting Notice Participants

Program Code: TRN Created Date: 2/3/2020 Student ID: RB10LR  
Last Updated: 3/2/2020 10:13:17 AM Group/User Last Updated: ALL / kstrong

### MEETING NOTICE PURPOSES

Delete Purpose

to Review and Revise the IEP

Spell Check Save Changes

#### Meeting Purposes

1: to determine Eligibility Determination	1: para definir la Determinación de Elegibilidad
2: to consider Functional Behavior Assessment	2: para considerar un estudio de conducta funcional
3: to Address Behavior Needs	3: para hacer frente a las necesidades de comportamiento
4: to Develop an IEP	4: para desarrollar un IEP
5: to Review and Revise the IEP	5: para repasar y revisar un IEP
6: to Change Placement	6: para Cambiar la Asignación
7: to consider Manifestation Determination	7: para considerar una Determinación de Manifestación
8: to consider Interim Alternative Education Settings (IAE)	8: para considerar los Ajustes Provisionales de Educación
9: to consider Transition Services	9: para considerar los servicios de transición
10: to consider Re-evaluation Data	10: para considerar los datos de la reevaluación

Add Selected Purposes

Save Print S Print Student Name: Rocket, John

- Identify meeting purpose either from dropdown options or by manually entering the purpose of the meeting
- If applicable, more than one purpose may be selected
- A meeting notice must be provided to parents in their native language

# Meeting Notice and IEP Coversheet

**MEETING NOTICE PARTICIPANTS**

Delete	Role	Name (** optional **)
	Parent/Guardian/Surrogate	<input type="text"/>
	Parent/Guardian/Surrogate	<input type="text"/>
	Special Education Teacher	<input type="text"/>
	General Education Teacher	<input type="text"/>
	District Rep/designee	<input type="text"/>
	Individual to interpret instructional implications	<input type="text"/>
	Student	<input type="text"/>
	Speech Language Pathologist	<input type="text"/>

**Meeting Participants**

1: *Student	1: *Estudiante
2: Adapted PE	2: Educación Física Adaptada
3: Administrator or designee/LEA	3: Administrador o designado/LEA
4: Agency Representative	4: Representate de la Agencia
5: Audiologist	5: Audiólogo
6: Counselor	6: Consejero
7: District/School Representative	7: Representante de la Escuela/Distrito
8: General Education Teacher	8: Maestro de Educación General
9: Ind. to interpret instr. implications	9: Ind. que interprete las implicaciones de inst.
10: Nurse	10: Enfermera

*Do not enter specific names on the IEP meeting notice.*

- The names of specific personnel are not required on the meeting notice
  - **Please indicate the ROLE**
  - As someone may need to fulfill an alternate role, this will not limit our ability to exercise this option
- Make note when additional participants are invited guests
  - i.e. Dr. Thomas (parent invited)
- **CUSD is not responsible to pay costs associated with parent invited guests (i.e. time and travel)**

# Meeting Notice and IEP Coversheet

Chandler Unified School District Student Services		
Student Name: Rocket, John	Meeting Notice	Student ID: RB10LR
Student: Rocket, John	Date: 2/3/2020	
Date of Birth: 10/30/2011	Grade: 2	
Address: 321 S. Blastoff Lane Chandler, AZ 85249	Phone:	
School: Navarrete Elementary		
Dear Parent/Guardian and Student:		
<b>You are requested to attend the following meeting:</b>		
Date: 3/2/2020	Time: Monday, 7:30 am-8:15am	
We will be meeting at: Navarrete Elementary	Location: Conference Room	
Meeting Address: 6490 S. SUN GROVES BLVD, CHANDLER, AZ 85249		
<b>The purpose of this meeting is:</b> to Review and Revise the IEP	At the present time, we anticipate that the following people may be in attendance: <b>Parents may invite others to attend who have special knowledge of the child's needs.</b> Parent/Guardian/Surrogate Parent/Guardian/Surrogate Special Education Teacher General Education Teacher District Rep/designee Individual to interpret instructional implications Student Speech Language Pathologist	
Contact: Andrea Donnellan	Phone: 480-883-4800	
<b>Contact Details:</b> Contact Dates: 1/27/2020 1/28/2020 1/28/2020 Contact Description: 1-Message left for parent indicating proposed time and date. 2-Parent called back to confirm date and time. 3-Meeting notice mailed home. 4-Meeting reminder emailed 2/03/2020.		

This represents the print view of the meeting notice provided to parents



# Meeting Notice and IEP Coversheet

## Notifying Parents

Our notification to parents must reflect:

- ▶ the purpose, time, and location of the meeting
- ▶ who will attend the meeting (clarify the role - **not individual names**)
- ▶ parents and public agencies have the right to invite other people with knowledge or special expertise about the child, including related services personnel as appropriate, and that **the party inviting the individual makes the determination that the invitee possesses the requisite knowledge or special expertise regarding the child**
- ▶ CUSD practice: If the parent invites a guest, the meeting notice should reflect “Parent Invited” following the role the person will fill

# Definition: “Parent”

Per IDEA “parent” means:

- ▶ (1) A biological or adoptive parent of a child;
- ▶ (2) A foster parent;
- ▶ (3) A guardian generally authorized to act as the child’s parent, or authorized to make educational decisions for the child (**but not the State if the child is a ward of the State**);
- ▶ (4) An individual **acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives**, or an individual who is legally responsible for the child’s welfare; or
- ▶ (5) A surrogate parent. If more than one party meets the definition of a parent, the biological or adoptive parent must be presumed to be the parent for IDEA purposes **unless the biological or adoptive parent does not have legal authority to make educational decisions for the child**. Additionally, if a judicial decree or order identifies a specific person or persons as having authority to make educational decisions on behalf of the child, that person must be presumed to be the parent. [34 C.F.R. § 300.30]

# Attendance

- ▶ If parents cannot attend the IEP meeting, then the public agency is required to use “other methods to ensure parent participation, including individual or conference telephone calls” [§300.322(c)] and other alternative means such as video conferences (§300.328). IDEA permits such alternatives if parents and the public agency agree to use alternative methods of meeting participation (§300.328).

**NOTE: There is no provision in IDEA that requires the PEA to notify parents/guardian a minimum of three times before proceeding with a meeting**

- ▶ IDEA includes provisions that permit the public agency to hold an IEP meeting without the parents in attendance (either in person or via alternative methods), **but this may only occur if the public agency has been unable to convince the parents to attend and has documented all such attempts to do so, OR if the parent has indicated that they do not wish to participate and have given their permission to proceed without them.**
  - ▶ Details should be included in the PWN outlining such instances.
- ▶ If the school and parent agree that it is not necessary to convene an IEP meeting, complete the “IEP Attendance Form” form and a PWN outlining the agreement and change.
  - ▶ **i.e. addressing clerical errors or adding/deleting an accommodation**
  - ▶ **When in doubt, CONVENE AN IEP MEETING**

# IEP Attendance Form

## Access the IEP Attendance Form in IEP PRO

Chandler Unified School District | Welcome: **kstrong** | My Account

Student Profile | Meeting Notices | Prior Written Notices | Evaluation MET | IEP Designer | Reporting

Active Student: **Rocket, John** | Group Code: **TRN**  
IEPs Expired (System-Wide): **82** | In-Force IEPs Not Locked (System-Wide): **222**

Student Search:  -OR- Enter Student ID

Student Profile	Evaluation/MET	6
Conference Summaries	IEP Designer	13
Referrals	Reference Area	2
Meeting	Miscellaneous Forms	22
Prior Written Notices	Reporting	6
Supporting Documentation	Session Tracking	2
Section 504		4

Version 19.0

- Select Miscellaneous Forms
- Open PDF titled, “IEP Attendance Form”
- **When an IEP meeting is NOT necessary**
- **When staff attendance is not necessary**
- **When staff are excused**

**MISCELLANEOUS FORMS - ADE/IDEA '04**

[Revocation of Consent for Special Education and Related Services \(English\)](#) | [Revocation of Consent for Special Education and Related Services \(Spanish\)](#)

[Written Affirmation of Consultation](#)

**ADDITIONAL MISCELLANEOUS FORMS**

[Checklist for Special Education](#) | [Medical Certification / Physician's Statement](#)

[IEP Attendance Form](#)

# IEP Attendance Form

\_\_\_\_\_  
(LEA Name)  
Special Education

**IEP ATTENDANCE FORM**

Student Name \_\_\_\_\_ ID # \_\_\_\_\_

School \_\_\_\_\_

Date of Parent Contact and Agreement \_\_\_\_\_

**A. Non-Attending Team Members**

The following IEP Team member(s)

(Name and Position) \_\_\_\_\_

(Name and Position) \_\_\_\_\_

will not participate in the IEP meeting scheduled for (date) \_\_\_\_\_, due to:  
(check appropriate box)

1.  **Attendance not necessary** \_\_\_\_\_

a. A member of the IEP team **is not required** to attend an IEP meeting, in whole or in part, if:

i. The parent of a child with a disability and the LEA agree that the curriculum or related services area **is not** being modified or discussed.

**OR**

2.  **Excusal** \_\_\_\_\_

a. A member if the IEP team **may be excused** from attending an IEP meeting, in whole or in part, if:

i. area of the curriculum or related services **is** being modified or discussed.

ii. The parent consents in writing, and the agency also; and

iii. The member submits, in writing to the parents and the team, his or her input in to the development of the IEP prior to the meeting.

**B.  IEP Meeting Not Necessary**

In making changes to the IEP after the annual IEP meeting for a school year, the parent of a child with a disability and the LEA agree not to convene an IEP Meeting for the purposes of making such changes, and instead will develop a written document to amend or modify the child's current IEP.

Parent Approval and Signature \_\_\_\_\_

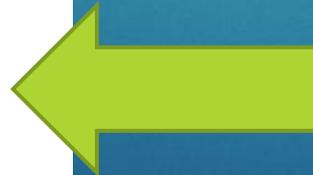
LEA Representative Signature \_\_\_\_\_

- Service Coordinator/Case Manager ensures that this form is completed

- Print completed form

- Obtain the required signatures, scan, and upload to **Supporting Documents**

- Complete PWN documenting changes



# Documentation – parent/guardian not in attendance

- ▶ If the public agency has not been able to convince the parents to attend, the agency must keep detailed records of:
  - telephone calls made or attempted, and the results of those calls;
  - copies of correspondence sent to the parents and any responses received; and
  - detailed records of any visits made to the parent's home or place of employment, and the results of those visits. [§300.322(d)]
- ▶ All attempts should be documented in the PWN.

# Summary

- ▶ 1. Parental Notice of the Meeting – ensure that the parent and all IEP team members receive a copy of the Meeting Notice so the date, time, and location of the IEP meeting is communicated.
- ▶ 2. Procedural Safeguards Notice – provide a copy of the Procedural Safeguards Notice at all required times
- ▶ 3. Student Attendance - If the student is 16 years of age or older, invite the student and provide them a copy of the IEP Meeting Notice
- ▶ 4. Scheduling – **Plan ahead** and schedule the meeting at a **mutually agreed on time and place**
- ▶ 5. Native Language & Mode of Communication - Provide written notice in the parent's native language or mode of communication
- ▶ 6. Notice Content - Indicate the purpose(s), date, time, location and role of meeting participants
  - ▶ If the district intends to invite a representative from an outside agency, obtain prior written consent from the parent, guardian or adult-aged student before sending out the meeting notice.

# Meeting Notice and IEP Coversheet: Dates

View when printed from IEP PRO:

Chandler Unified School District Student Services		
Student Name: Rocket, John	<b>Meeting Notice</b>	Student ID: RB10LR
Student: Rocket, John		Date: 2/3/2020
Date of Birth: 10/30/2011		Grade: 2
Address: 321 S. Blastoff Lane Chandler, AZ 85249		Phone:
School: Navarrete Elementary		
Dear Parent/Guardian and Student:		
<b>You are requested to attend the following meeting:</b>		
Date: 3/2/2020		Time: Monday, 7:30 am-8:15am
We will be meeting at: Navarrete Elementary		Location: Conference Room
Meeting Address: 6490 S. SUN GROVES BLVD, CHANDLER, AZ 85249		

IEP Meeting Date = IEP Begin Date on cover page  
IEP Begin Date on cover page = IEP Meeting Date  
IEP End Date = **364 days** from IEP Begin Date

Select the correct meeting notice to link information

These dates should match

View in IEP PRO:

<b>IEP Type:</b> Proposed	
<b>Linked Mtg Notice:</b> <input checked="" type="radio"/> 3/2/2020 - Held at Navarrete Elementary   to Review and Revise the IEP... <input type="radio"/> Not Linked	
<b>IEP Mtg Date:</b> 03/02/2020	<b>Addendum Date:</b> N/A
<b>IEP Begin Date:</b> 03/02/2020	<b>IEP End Date:</b> 03/01/2021
<b>Current Evaluation:</b> 01/14/2019	<b>Re-evaluation Due:</b> 01/14/2022
<b>Proc. SG Given:</b> 01/28/2020	

Enter the date parents were offered Procedural Safeguards

# Meeting Notice and IEP Coversheet

Select this box to load current evaluation information

Post-secondary transition override will auto populate if student is 16 years or older during the IEP year

Hearing, vision, and language data may be loaded from the *Student Profile* page, or entered manually

Language information from the PHLOTE form (found in PI file) is required

Hearing and vision testing date should be within the calendar year

**Load Evaluation Information Into IEP**

Load Eval Dates, Eligibility and SLD info from most recent MET:

**Post-Secondary Transition Override**

Check if you want to use the Post-Secondary Transition pages for this student:

**Testing Dates and Results**

Load testing values from Student Profiles Module

Hearing Date:	<input type="text" value="09/10/2019"/>		Results:	<input type="text" value="Passed"/>
Vision Date:	<input type="text" value="09/10/2019"/>		Results:	<input type="text" value="Passed"/>
Language Survey Date:	<input type="text" value="07/12/2017"/>		Results:	<input type="text" value="English"/>
AZELLA Test Date:	<input type="text"/>		Results:	<input type="text"/>

# Meeting Notice and IEP Coversheet

## Category of Eligibility / Least Restrictive Environment (LRE)

Eligibility #1: Specific Learning Disability ▼

Eligibility #2: Speech/Language Impairment ▼

Eligibility #3: ▼

Eligibility #4: ▼

Eligibility #5: ▼

Eligibility #6: ▼

**LRE:** No LRE currently selected. Please select the LRE on form I.

- Category of Eligibility will auto-populate from most recent locked MET
- Check for accuracy

**LRE is the final element of the IEP since it is based on cumulative information/offer of FAPE.**

**LRE should be completed following all decisions made by the IEP team.**

# Meeting Notice and IEP Coversheet

**Meeting Information**

**Type of Mtg:**  Initial  Annual  Shell  Addendum  
*(Note: Type of Meeting that equals Addendum can only be created/set through the e-IEP PRO "Add New IEP/Addendum" feature.)*

**Mtg Notice Sent:** 02/03/2020 

**Alternative Parental Participation** *Detailed documentation of contacts is to be attached to this page*

**Type:** -- **Date:**  

**Other Desc.:**

**Progress Reporting Time Periods**

**Periods 1 & 2:** 1st Update / 2nd Update    **Periods 3 & 4:** 3rd Update / 4th Update

**Period 5:** 5th Update

## Type of Meeting:

- **Initial** - A student's first IEP meeting. Must be scheduled within 30 days of eligibility determination.
- **Annual** - Review of students IEP within 364 days of last IEP meeting date.
- **Shell** - Reflect basic IEP information and critical items for reporting purposes (primarily for a transfer student).

## See procedure for "Student Transfer Process"

- **Addendum**- With the consent of parent/guardian, an IEP addendum allows for minor changes to the current IEP

# Meeting Notice and IEP Coversheet



**Meeting Information**

Type of Mtg:  Initial  Annual  Shell  Addendum  
*(Note: Type of Meeting that equals Addendum can only be created/set through the e-IEP PRO "Add New IEP/Addendum" feature.)*

Mtg Notice Sent: 02/03/2020

Alternative Parental Participation Detailed documentation of contacts is to be attached to this page

Type: --  Date:

Other Desc.:  
--  
Conf. Call  
Home Visits  
Video Conference  
Other

Spell Check Save Changes

**Progress Reporting Time Periods**

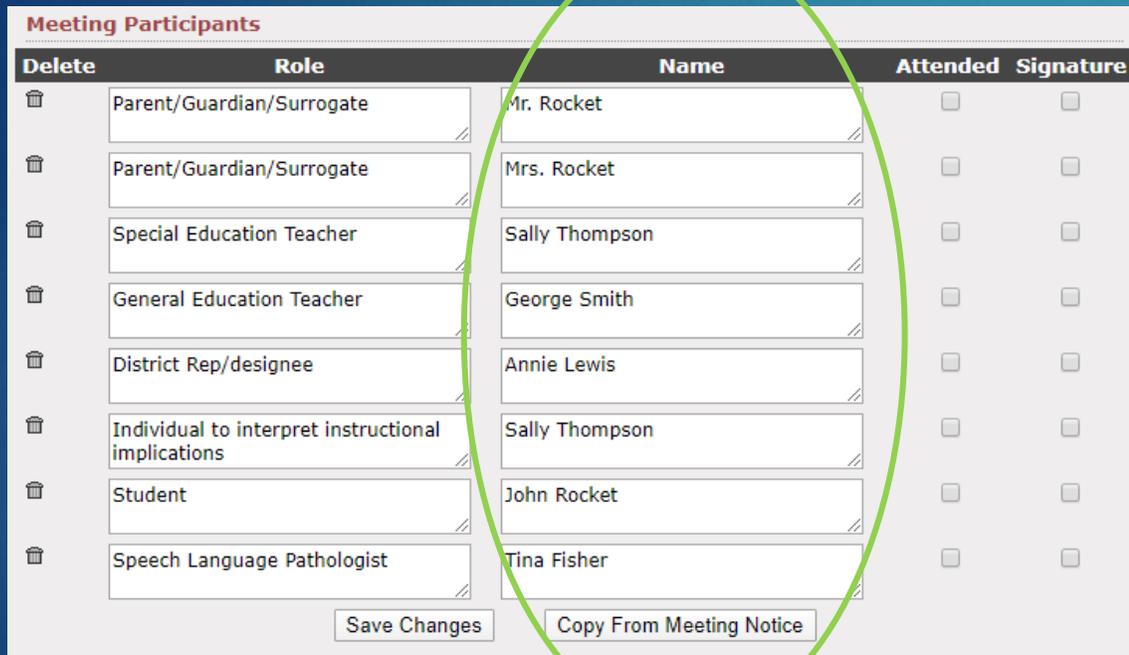
Periods 1 & 2: 1st Update / 2nd Update      Periods 3 & 4: 3rd Update / 4th Update  
Period 5: 5th Update

The date indicated in "Meeting Notice Sent" should auto populate from the linked meeting notice. Please verify accuracy.

**Alternate parent participation-** If parents cannot attend the IEP meeting, then the public agency is required to use "other methods to ensure parent participation, including individual or conference telephone calls" [§300.322(c)] and other alternative means such as video conferences (§300.328). IDEA permits such alternatives if parents and the public agency agree to use alternative methods of meeting participation (§300.328).

**NOTE:** Please do not change the Progress Reporting Time Periods (1st through 5<sup>th</sup> Updates). Maintain the information as shown.

# Meeting Notice and IEP Coversheet



The screenshot shows a table titled "Meeting Participants" with the following columns: Delete, Role, Name, Attended, and Signature. The table contains eight rows of participant information. A green circle highlights the "Name" column, indicating that names are required for the coversheet but not for the meeting notice.

Delete	Role	Name	Attended	Signature
	Parent/Guardian/Surrogate	Mr. Rocket	<input type="checkbox"/>	<input type="checkbox"/>
	Parent/Guardian/Surrogate	Mrs. Rocket	<input type="checkbox"/>	<input type="checkbox"/>
	Special Education Teacher	Sally Thompson	<input type="checkbox"/>	<input type="checkbox"/>
	General Education Teacher	George Smith	<input type="checkbox"/>	<input type="checkbox"/>
	District Rep/designee	Annie Lewis	<input type="checkbox"/>	<input type="checkbox"/>
	Individual to interpret instructional implications	Sally Thompson	<input type="checkbox"/>	<input type="checkbox"/>
	Student	John Rocket	<input type="checkbox"/>	<input type="checkbox"/>
	Speech Language Pathologist	Tina Fisher	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Save Changes, Copy From Meeting Notice

On the Coversheet:

- Scroll to the bottom to add the meeting participants
- **REMINDER: participant names are not required on the MEETING NOTICE**
- **Type in participant names - required on the COVERSHEET for Medicaid purposes**

# Meeting Notice and IEP Coversheet

## Sample of printed cover sheet from IEP PRO

Chandler Unified School District  
Student Services

### Individualized Education Program (IEP)

Student Name: Rocket, John  
Student ID: RB10LR | State ID: 123456

Cover Sheet Signature Section (Form A-2)

IEP Meeting Date: 3/2/2020  
DOB: 1/5/2004

The following persons **participated or consulted** in this conference and/or the development of the IEP. Additionally, parents have been given a copy of their rights regarding the student's placement in special education and understand that they have the right to request a review of their child's IEP at any time.

Position/Relation to Student	Participant Name / Signature	Date (MM/DD/YY)
Parent/Guardian/Surrogate	Mr. Rocket	
Parent/Guardian/Surrogate	Mrs. Rocket	
Special Education Teacher	Sally Thompson	
General Education Teacher	George Smith	
District Rep/designee	Annie Lewis	
Individual to interpret instructional implications	Sally Thompson	
Student	John Rocket	
Speech Language Pathologist	Tina Fisher	

\* If during the IEP year the student turns 16, if the student is not present at the IEP meeting, the service coordinator must review the IEP with the student and obtain the student's signature and the date of this review.

Procedural Safeguards were offered to Parent/Guardian/Adult Student \_\_\_\_\_ (initials)



- Printed names are necessary to verify Qualified Medicaid Providers

- Signatures are collected at the meeting to note participation (**not agreement**)
- Following the meeting, upload the Signature Page into supporting documents
- Original is filed in student's brown file

Secure parent/guardian Initials at meeting

# Meeting Notice and IEP Coversheet

## **Schools must communicate information to parents with limited English proficiency in a language they can understand.**

- CUSD has services available for translating needs that can't be met by your site. Please see your department chair for more information.
- CUSD has procedural safeguards available in several different languages. They can be found on the Special Education website by selecting “Special Education Clerk”.
  - <https://www.cusd80.com/Page/102278>

# Meeting Notice and IEP Coversheet

IEP PRO provides the user with the option to generate a Meeting Notice in Spanish



Delete	Copy	Created Date	Meeting Date	Description	Print English Form	Print Spanish Form	Print To PDF	Lock	Log
<a href="#">+ Add New Meeting Notice</a>									
		<u>2/3/2020</u>	<u>3/2/2020</u> (adonnellan)	to Review and Revise the IE...					

# Meeting Notice and IEP Coversheet

## Meeting Participants

- ▶ 1) One or both of the student's parents/guardians/surrogate
- ▶ 2) Not less than one general education teacher of the student (must document exceptions); for preschool, this might be a day care provider, Head Start teacher, PEA preschool teacher, or a kindergarten teacher
- ▶ 3) Not less than one special education teacher or special education provider for the student
- ▶ 4) A representative of the PEA (Public Education Agency - CUSD) who is qualified to provide or supervise the provision of special education and who is knowledgeable of general curriculum and availability of resources (must have authority to commit the resources needed to implement the IEP) This should be site designated district employee (Dean, Assistant Principal, Principal, department chair, special education teacher) The specialist would NOT serve in this role.
- ▶ 5) An individual who can interpret instructional implications of evaluations
  - ▶ i.e. school psychologist, special education teacher

IDEA: <https://sites.ed.gov/idea/regs/b/d/300.321>

# Meeting Notice and Coversheet

(LEA Name)  
Special Education  
**IEP ATTENDANCE FORM**

Student Name \_\_\_\_\_ ID # \_\_\_\_\_  
School \_\_\_\_\_  
Date of Parent Contact and Agreement \_\_\_\_\_

**A. Non-Attending Team Members**  
The following IEP team member(s)  
(Name and Position) \_\_\_\_\_  
(Name and Position) \_\_\_\_\_

will not participate in the IEP meeting scheduled for (date) \_\_\_\_\_, due to:  
(check appropriate box)

1.  **Attendance not necessary**  
a. A member of the IEP team is **not required** to attend an IEP meeting, in whole or in part, if:  
i. The parent of a child with a disability and the LEA agree that the curriculum or related services area is **not** being modified or discussed.

**OR**

2.  **Excusal**  
a. A member of the IEP team **may be excused** from attending an IEP meeting, in whole or in part, if:  
i. area of the curriculum or related services is being modified or discussed.  
ii. The parent consents in writing, and the agency also; and  
iii. The member submits, in writing to the parents and the team, his or her input in to the development of the IEP prior to the meeting.

B.  **IEP Meeting Not Necessary**  
In making changes to the IEP after the annual IEP meeting for a school year, the parent of a child with a disability and the LEA agree not to convene an IEP Meeting for the purposes of making such changes, and instead will develop a written document to amend or modify the child's current IEP.

Parent Approval and Signature \_\_\_\_\_  
LEA Representative Signature \_\_\_\_\_

## Attendance not necessary:

If the parent/guardian and district agree prior to the meeting that specific curriculum or related service will not be modified or discussed, they can agree to excuse a team member.

## Excusal:

If the parent/guardian and district agree that a specific curriculum or related service **will be** modified or discussed, but the member submits written input for developing the IEP prior to the meeting, they can agree to excuse the member.

- Scan and upload the completed form to Supporting Documents.
- Address the excusal in the PWN and address any specific responsibilities or new action.

# Meeting Notice and IEP Coversheet

## District Representative

- ▶ In the absence of consensus, the District Representative makes the final decision regarding proposals or refusals tied to identification, evaluation and eligibility, educational placement and the provision of free, appropriate public education.
- ▶ Contract employees cannot serve as district representatives
  - ▶ They may not be familiar with what the district can offer, and cannot authorize expenditures or services on behalf of the school district
- ▶ The District Representative:
  - ▶ IS qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities
  - ▶ IS knowledgeable about the general education curriculum
  - ▶ IS knowledgeable about the availability of resources

# Meeting Notice and IEP Coversheet

## ADE Guide Steps: IEP Review/Revision and Participants

### III.A.2 IEP Review/Revision and Participants

300.320(a)	Each IEP is reviewed/revise at least annually.
300.323(a)	<b>Student File Review Method:</b> If the IEP being reviewed is an initial IEP, mark this item <b>U</b> . If another IEP exists, enter the meeting date the previous IEP was developed in the space. Compare that date with meeting date of the current IEP to determine if an IEP review was conducted within the last 365 days.  Examples: 12/4/18 to 12/3/19 = <b>I</b> 12/4/18 to 12/4/19 = <b>I</b> 12/4/18 to 12/5/19 = <b>O</b>
300.324(b)	
R7-2-401.G.6	
SF, SASF, SCSF	

► <https://cms.azed.gov/home/GetDocumentFile?id=5cd2f7ea1dcb2517e4f133ea>

# Meeting Notice and IEP Coversheet

300.321(a)(1-7)

300.321(b)(1)

300.324(a)(4)(i)

300.325(a)(2)

300.321(e)  
(1) & (2)

SF, SASF, SCSF

The IEP team meeting included the required participants.

**Student File Review Method:** Review the file for evidence of the following participants:

- One or both of the student's parents;
- Not less than one regular education teacher of the student; for preschool, this might be a day care provider, Head Start teacher, PEA preschool teacher, or a kindergarten teacher;
- Not less than one special education teacher or special education provider of the student;
- A representative of the PEA who is qualified to provide or supervise the provision of special education and who is knowledgeable of general curriculum and availability of resources (must have authority to commit the resources needed to implement the IEP);
- An individual who can interpret instructional implications of evaluations.

**Note:** For a student being placed in an approved private day school, look for evidence that a representative of the approved private day school participated in the IEP meeting.

The people listed above must have been in attendance at the meeting unless the statutory stipulations below are fulfilled:

1. A member of the IEP team is not required to attend an IEP meeting, in whole or in part, if the parent of a child with a disability and the PEA agree that the member's attendance is not necessary because the member's area of the curriculum or related services is not being modified or discussed in the meeting.
2. A member of the IEP team may be excused from attending an IEP meeting, in whole or in part, when the meeting involves a modification to or discussion of the member's area of the curriculum or related services, if
  - the parent and the local educational agency consent to the excusal; and
  - the member submits **in writing to the parent and the IEP team** input into the development of the IEP prior to the meeting.

A parent's agreement under # 1 and # 2 above **must be in writing.**

## ADE Guide Steps:

Required meeting participants

## IEP ATTENDANCE FORM

\_\_\_\_\_  
(LEA Name)  
Special Education

**IEP ATTENDANCE FORM**

Student Name \_\_\_\_\_ ID # \_\_\_\_\_

School \_\_\_\_\_

Date of Parent Contact and Agreement \_\_\_\_\_

**A. Non-Attending Team Members**

The following IEP Team member(s)

(Name and Position) \_\_\_\_\_

(Name and Position) \_\_\_\_\_

will not participate in the IEP meeting scheduled for (date) \_\_\_\_\_, due to:  
(check appropriate box)

1.  **Attendance not necessary** \_\_\_\_\_

a. A member of the IEP team is **not required** to attend an IEP meeting, in whole or in part, if:

i. The parent of a child with a disability and the LEA agree that the curriculum or related services area is **not** being modified or