



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: New Individualized Education Program (IEP) Team Meeting Requirements – Spring 2016

NUMBER: REF-6672.0

ISSUER: Sharyn Howell, Associate Superintendent
Division of Special Education

DATE: April 4, 2016

ROUTING
 School Site Administrators
 Local District Superintendents
 Local District Instructional Directors
 Special Education Service Center Staff
 Related Services Staff
 Resource Specialist Teachers
 Special Day Program Teachers
 MCD Clerks

PURPOSE: The purpose of this Reference Guide is to notify IEP Teams of new requirements mandated in a corrective action by the Modified Consent Decree Office of the Independent Monitor.

MAJOR CHANGES: Individualized Education Program (IEP) teams are now required to:

1. Document when a change in placement is to be discussed at an IEP team meeting by selecting “Change in Placement” on the *Notification to Participate in an IEP Meeting* form.
2. Document on *Section N* of the IEP that IEP Team Introductory Statements have been read aloud at the beginning of every IEP team meeting, regardless of parent attendance.
3. Recess IEP team meetings only under conditions specified on the new dropdown located on the IEP Meeting Screen.

INSTRUCTIONS: The following guidelines apply in regards to new features scheduled to be released in the Welligent system on April 10, 2016.

1. “Change in Placement” is now an option on the *Notification to Participate in an Individualized Education Program (IEP) Meeting* form. It is listed under the Purpose of the Meeting section. If the IEP meeting has been scheduled to discuss a change in placement, the “Change in Placement” checkbox must be selected. (See Attachment A.)
2. IEP teams are mandated to read aloud the following statements at every IEP team meeting, regardless of parent attendance:
 - An IEP meeting is a collaborative process, and all participants will be provided the opportunity to ask questions and provide recommendations and suggestions;



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INSTRUCTIONS (Continued):

- The IEP team has the authority and responsibility to design a program in which the child can derive meaningful benefit;
- The draft IEP, behavior intervention plan, or assessment plan might change as a result of the IEP team's deliberations;
- The decision on related services and placement will occur during the IEP meeting, unless the team agrees that there is not sufficient information to make a placement determination;
- The District considers the family equal partners in the educational decision-making process; and
- Any team member may propose an objective or goal in the IEP, even if it is not included in the Welligent goal bank.

Upon completion of reading the above statements, proceed to *IEP Section N: Procedural Safeguards and Follow-Up Actions - Pg.9* and check the following statement:

- The IEP Team Meeting Introductory Statements were read aloud at the beginning of the IEP Team meeting. (See Attachment B.)

Until the IEP Team Meeting Introductory Statements are included in the next revision of *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)*, the IEP Team Meeting Introductory Statements are being delivered to each school site for distribution at IEP Team meetings. (See Attachment C)

3. IEP team meetings may only be recessed for the following reasons:

- Parent Request
- Parent Exploring Placement Options (Example: Magnet)
- Parent Exploring NPS Placement Options
- Emergency; Details in the Meeting Notes (Example: Lockdown, Collective Bargaining Agreement Limitations)

When "Recessed" is selected as the *Meeting Status*, a dropdown menu will appear. The reason for recessing the IEP must be selected, and the Projected Reconvene Date is also required. (See Attachment D)

The following steps are to be completed when recessing an IEP meeting to be reconvened at a later date:

- a. Indicate on *FAPE Part 4, Additional Discussion*, that the IEP has been recessed. As such, the IEP is a draft until the all of the documents have been reviewed with the IEP team and the District has made an offer of



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INSTRUCTIONS (Continued):

- FAPE. Click *Save/Close*.
- b. Change the *Meeting Status* to “Recessed.”
 - c. Select a *Recess Reason* from the dropdown menu.
 - d. Enter a *Projected Reconvene Date*.
 - e. If necessary, document a further explanation on *Meeting Notes*.
 - f. Do not enter a date into the *Date of IEP Meeting* field as this will lock the document pages.
 - g. Click *Save*. Click *Close*.
 - h. Upon request, provide the parents a copy of the IEP document, *Worksheet – Not an Official Document*.
 - i. After the IEP team meeting has been reconvened, the District has made an offer of FAPE and the IEP has been completed, change the *Meeting Status* to “Completed.” In the *Date of IEP Meeting* field, use the date and time of the first meeting, not the reconvened date, to lock the IEP. The Recess Date, Reconvene Date and Reason will be documented in *Recess History* above the *Meeting Notes*.

RELATED RESOURCES:

IEP Complaint Investigation, Office of the Independent Monitor (August 5, 2015)

ASSISTANCE:

For assistance with the Welligent Integrated System, please contact Criselda Peters, Coordinator, Welligent Support at (213) 241-4174, or welligentsupport@lausd.net.

For further information regarding the new IEP Team Meeting requirements, please contact Michele Ahkuoi, Coordinator, Special Education Compliance at (213) 241-6701, or michele.ahkuoi@lausd.net.

ATTACHMENTS:

- Attachment A: Change in Placement Checkbox
- Attachment B: IEP Team Meeting Introductory Statements Checkbox
- Attachment C: IEP Team Meeting Introductory Statements
- Attachment D: Recessed IEP Dropdown

Change in Placement Checkbox

“Change in Placement” is now an option on the *Notification to Participate in an Individualized Education Program (IEP) Meeting* form. It is listed under the Purpose of the Meeting section. If the IEP team meeting has been scheduled to discuss a change in placement, the “Change in Placement” box must be selected.

LOS ANGELES UNIFIED SCHOOL DISTRICT
NOTIFICATION TO PARTICIPATE IN AN INDIVIDUALIZED EDUCATION PROGRAM (IEP) MEETING
You are invited to attend and participate as a member of an Individualized Education Program (IEP) team meeting for:

Name: Birthdate: ID#: Grade:

Date of Meeting: Time: Location of Meeting:

TYPE OF MEETING: Initial Review Amendment of IEP Dated: Other:

PURPOSE OF MEETING (Check all that apply)

<input type="checkbox"/> Determine eligibility (based on disability and need) for special education services	<input type="checkbox"/> Facilitate Early Start Transition
<input type="checkbox"/> Develop, review and/or revise an Individualized Education Program (IEP)	<input type="checkbox"/> Facilitate Preschool Transition
<input checked="" type="checkbox"/> Conduct a three year review of the IEP	<input type="checkbox"/> Develop, review and/or revise Individual Transition Plan (ITP) and post-secondary goals
<input checked="" type="checkbox"/> Change in Placement	<input type="checkbox"/> Conduct Expulsion Analysis
	<input type="checkbox"/> Other: <input type="text"/>

INDIVIDUALS INVITED TO PARTICIPATE (Check all that apply)

<input checked="" type="checkbox"/> Parent	<input checked="" type="checkbox"/> Psychologist	<input type="checkbox"/> Designated Instruction and Services (DIS) representative(s) (Specify the service(s)) <input type="text"/>
<input checked="" type="checkbox"/> Student	<input type="checkbox"/> Nurse/Doctor	<input type="checkbox"/> Agency (specify) <input type="text"/>
<input checked="" type="checkbox"/> Administrator/Designee	<input checked="" type="checkbox"/> Interpreter	<input type="checkbox"/> Other (specify) <input type="text"/>
<input checked="" type="checkbox"/> Special Education Teacher	<input type="checkbox"/> Counselor	
<input checked="" type="checkbox"/> General Education Teacher	<input type="checkbox"/> Transition Teacher	

IEP Team Meeting Introductory Statements Checkbox

IEP teams are mandated to read aloud the following statements at every IEP team meeting, regardless of parent attendance:

- An IEP meeting is a collaborative process, and all participants will be provided the opportunity to ask questions and provide recommendations and suggestions;
- The IEP team has the authority and responsibility to design a program in which the child can derive meaningful benefit;
- The draft IEP, behavior intervention plan, or assessment plan might change as a result of the IEP team's deliberations;
- The decision on related services and placement will occur during the IEP meeting, unless the team agrees that there is not sufficient information to make a placement determination;
- The District considers the family equal partners in the educational decision-making process; and
- Any team member may propose an objective or goal in the IEP, even if it is not included in the Welligent goal bank.

Upon completion of reading the above statements, proceed to *IEP Section N: Procedural Safeguards and Follow-Up Actions - Pg.9* and check the following statement:

- The IEP Team Meeting Introductory Statements were read aloud at the beginning of the IEP Team meeting.

INDIVIDUALIZED EDUCATION PROGRAM (IEP)

Los Angeles Unified School District Worksheet IEP Page 9 of 0

Student [REDACTED] Date of Birth [REDACTED] Meeting Date 26-FEB-2016

Section N: Procedural Safeguards and Follow-up Actions

A Parent's Guide to Special Education Services including Procedural Rights & Safeguards was provided to the parent in his/her primary language.

The IEP Team Meeting Introductory Statements were read aloud at the beginning of the IEP Team meeting.

The parent/guardian was informed of his/her right to a written translation of the IEP.

The parent has requested a written translation of the IEP in

For students who are 17 years old, the student and parent(s)/guardian(s) have been informed that the educational decision-making rights will transfer to the student at 18 years of age, unless the court has determined otherwise.

IEP Team Meeting Introductory Statements

- An IEP meeting is a collaborative process, and all participants will be provided the opportunity to ask questions and provide recommendations and suggestions;
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- The draft IEP, behavior intervention plan, or assessment plan might change as a result of the IEP team's deliberations;
- The decision on related services and placement will occur during the IEP meeting, unless the team agrees that there is not sufficient information to make a placement determination;
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- Any team member may propose an objective or goal in the IEP, even if it is not included in the Welligent goal bank.

Declaraciones introductorias de la reunión del comité de IEP.

- La reunión de IEP es un proceso de colaboración en el que a todos los participantes se les facilitará la oportunidad de hacer preguntas y proveer recomendaciones y sugerencias;
- El comité del IEP tiene la autoridad y responsabilidad de diseñar un programa en que el niño pueda obtener beneficios significativos;
- El texto preliminar del IEP, el plan de intervención de la conducta, o el plan de evaluación pueden cambiar como resultado de las deliberaciones del comité de IEP;
- La decisión relacionada con los servicios afines o la asignación a un programa se realizará durante la reunión del IEP, a menos que los miembros del comité coincidan en que no se tiene la suficiente información para tomar una determinación;
- El Distrito considera la familia como asociados de igual rango durante el proceso de tomar las decisiones educativas; y
- Cualquier miembro del comité puede proponer una meta u objetivo en el IEP, aun si no están incluidas en el banco de meta de Welligent.

Recessed IEP Dropdown

IEP team meetings may only be recessed for the following reasons:

- Parent Request
- Parent Exploring Placement Options (Example: Magnet)
- Parent Exploring NPS Placement Options
- Emergency; Details in the Meeting Notes (Example: Lockdown, Collective Bargaining Agreement Limitations)

When *Recessed* is selected as the IEP Meeting Status, a dropdown menu will appear with these reasons. One must be selected, and a Projected Reconvene Date must also be entered.

The screenshot shows the 'IEP Meeting' form with the following fields and values:

- Meeting Status: Recessed (dropdown)
- REQUIRED: Recess Data
 - Recess Reason: (dropdown menu)
 - Projected Reconvene Date: (text input field)
- Date Scheduled: 17-FEB-2016
- Time Scheduled: 09:30am (Ex. 04:15pm)
- Meeting Notes: (empty text area)

Once the Recessed Reason and Projected Reconvene Date are entered, a *Recess History* will appear above the Meeting Notes.

- Click *Save* and Click *Refresh*.

The screenshot shows the 'IEP Meeting' form after saving and refreshing. The 'Recess History' table is now visible:

	Recess Date	Reconvene Date	Reason
Edit	17-Feb-2016	02-Mar-2016	Parent Exploring NPS Plac...

The form also shows the following fields and values:

- Meeting Status: Recessed (dropdown) +
- Date Scheduled: 17-FEB-2016
- Time Scheduled: 09:30am (Ex. 04:15pm)
- Rescheduled Date by Parent Request: (empty text input field)
- Time Rescheduled: (empty text input field) (Ex. 04:15pm)
- Meeting Notes: (empty text area)

If the IEP needs to be recessed an additional time, click the *green plus sign* which now appears next to the Meeting Status of *Recessed*.

- Enter the *Recess Reason* and *Projected Reconvene Date*

IEP Meeting [Refresh](#)

Meeting Status: Recessed +

REQUIRED: Recess Data

Recess Reason: Parent Request *

Projected Reconvene Date: 11-MAR-2016 *

Date Scheduled: 17-FEB-2016

Time Scheduled: 09:30am (Ex. 04:15pm)

Recess History

	Recess Date	Reconvene Date	Reason
Edit	17-Feb-2016	02-Mar-2016	Parent Exploring NPS Plac...

Meeting Notes

- Click *Save* and Click *Refresh* to see the reason and date in the *Recess History*

IEP Meeting [Refresh](#)

Meeting Status: Recessed +

Date Scheduled: 17-FEB-2016

Time Scheduled: 09:30am (Ex. 04:15pm)

Rescheduled Date by Parent Request:

Time Rescheduled: (Ex. 04:15pm)

Recess History

	Recess Date	Reconvene Date	Reason
Edit	02-Mar-2016	11-Mar-2016	Parent Request
-	17-Feb-2016	02-Mar-2016	Parent Exploring NPS Plac...

Meeting Notes

The Reconvene Date can be changed by clicking the *Edit* button to the left of the *Recess History*.

IEP Meeting [Refresh](#)

Meeting Status: Recessed +

Date Scheduled: 17-FEB-2016

Time Scheduled: 09:30am (Ex. 04:15pm)

Rescheduled Date by Parent Request:

Time Rescheduled: (Ex. 04:15pm)

Recess History

	Recess Date	Reconvene Date	Reason
Edit	02-Mar-2016	11-Mar-2016	Parent Request
-	17-Feb-2016	02-Mar-2016	Parent Exploring NPS Plac...

Meeting Notes