



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Individualized Education Programs (IEPs)
Presented for Parent Signature

NUMBER: REF-4133.1

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: September 25, 2017

ROUTING
 All Employees
 All Locations
 Local District Superintendents
 Local District Directors
 Special Education Administrators
 School Site Administrators
 Charter School Administrators
 Teachers
 Special Education Clerical
 Support

PURPOSE: The purpose of this Reference Guide is to update and clarify procedures for presenting an Individualized Education Program (IEP) to parent/student (18-21) at the conclusion of the IEP team meeting.

MAJOR CHANGES: Replaces REF-4133.0 dated March 19, 2008, of the same title, issued by the Division of Special Education and includes new procedures for updating the Welligent IEP Meeting Screen when the District receives the signed IEP Section Q: Consent for Special Education – Pg. 10 (Page 10) of IEP document.

BACKGROUND: Parent/Student (18-21) is to be provided with a copy of the completed IEP at the conclusion of the IEP team meeting.

- INSTRUCTIONS:** A. Presenting the IEP to Parent/Student (18-21) for Signature
1. At the end of the IEP team meeting, while parent/student (18-21) is present, IEPs must be marked as completed (with the first lock), which places the IEP into “Pending” status. (See page 2, #3 and #4 for explicit directions for placing the IEP into “Pending” status). If an IEP team meeting is held where the parent/student (18-21) is not able to attend (for example, after several attempts to schedule the meeting were made or a teleconference or other means of parent participation has taken place), the IEP must still be placed into “Pending” status at the end of the IEP team meeting. It is a violation of special education laws to make any changes to the IEP document after the IEP team meeting has concluded and an offer of Free Appropriate Public Education (FAPE) has been proposed. **Note:** When the IEP has been marked as completed (with the first lock), the IEP’s status will change to “Pending” in the Welligent Integrated System. The parent signature and parent comment sections on Page 10 of the IEP will remain unlocked so it can be later updated to reflect parent agreement, disagreement, and/or comments.



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INSTRUCTIONS (Continued):

2. At the conclusion of the IEP team meeting, parent/student (18-21) is to be provided with a copy of the completed IEP for review and signature on Page 10. The parent/student (18-21) may decide to take the IEP home for further review and consideration before completing Page 10. The parent/student (18-21) must be provided with a copy of the completed IEP at the conclusion of the IEP team meeting and after the IEP has been marked as completed on the Welligent Integrated System on the IEP Meeting screen. The parent/student (18-21) must never be told that they will be sent a copy of the child's IEP at a later time.
3. As a reminder, prior to providing an IEP to a parent/student (18-21) for review and signature, the field *Meeting Status* on the IEP Meeting screen must be marked as "Completed" (with the first lock) which will change the *IEP Status* to "Pending." If the IEP document has the watermark *Worksheet, Not an Official Document* written on each page, then the *IEP Status* has not changed and does not contain the first lock which places the *IEP Status* into "Pending."
4. Should the parent/student (18-21) indicate they are in disagreement with the offer of FAPE on the IEP, the IEP must still be marked as completed (with the first lock which places the IEP into "Pending" status) in the same manner as an IEP that is not in dispute. The specific disagreement should be handwritten by the parent on the printed Page 10 after the IEP has been marked as "Completed" on the *Meeting Status* field (with the first lock) which places the *IEP Status* into "Pending."
5. Please note that in the event the IEP meeting must recess, the parent is entitled to the completed draft pages of the IEP upon request. (See REF-6672.0: *New Individual Education Program (IEP) Team Meeting Requirements – Spring 2016* for allowable reasons to recess an IEP meeting.)

B. Documentation Required Upon Receipt of Signed Page 10

1. When the District (school) receives the signed Page 10 from the parent/student (18-21), the date of receipt must be time-stamped on Page 10. **Note:** If a time stamp is not available, the administrator or administrative designee should handwrite the date received and include their full signature. Any handwritten time stamp on Page 10 must include the following three items: (1) District Received; (2) Date in MM/DD/YY format; and (3) Administrator's/Administrative Designee's complete signature. (See Attachment A)



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INSTRUCTIONS (Continued):

2. Next, the school is to provide the parent/student (18-21) a copy of the time-stamped Page 10.
3. The administrator or administrative designee then updates the IEP Page 10 in Welligent and transcribes the parent/student's (18-21) agreement or disagreement to the various components of the IEP including any and all written comments and the date of the signature as reflected on the hard copy of Page 10. (See Attachment B.)
4. If the date on the signed Page 10 is different than the date the District receives the signed Page 10, the time-stamped date should always be entered on the Welligent IEP Meeting screen in the *Date District Received Parent Signature* field. (See Attachment C.)
5. The date the District (school) receives the signed Page 10 of the IEP is the date the agreed upon IEP placement, supports and services in the new IEP will begin.

C. Locking the IEP

1. There are two stages to locking the IEP. In the first stage, updating the *Meeting Status* to "Completed" and entering the *Date of IEP Meeting* on the IEP Meeting screen will lock the IEP documents from being modified with the exception of the Goal page(s) and Page 10. As soon as the IEP team meeting has concluded, update the *Meeting Status* to "Completed" and enter the date into the *Date of IEP Meeting* field on the IEP Meeting screen and click *Save*. The IEP will automatically be locked and will be in "Pending" status. The IEP can now be printed for the parent/student (18-21) to review and sign.
2. In the second and final stage, enter the *Date District Received Parent Signature* on the IEP Meeting screen. This will lock Page 10, so it is critical that Page 10 has been accurately updated with all parent comments or concerns, if any. Any pertinent meeting notes should be entered on the IEP Meeting screen before entering this date which places a final lock on the IEP. Once the *Date District Received Parent Signature* is completed and saved on the IEP Meeting screen, the IEP will change status one last time and will automatically become "Active." Information from the Active IEP will appear in reports, and MiSiS fields will be populated from the Active IEP. **Note:** It is very important for IEP Managers to monitor all IEPs with a Pending status at their schools and try to obtain parent signatures on Page 10 of the IEP as soon as



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INSTRUCTIONS (Continued):

reasonably possible.

D. Record-keeping and Follow-up Actions

1. After the date has been entered into the *Date District Received Parent Signature* field on the IEP Meeting Screen and the *IEP Status* displays “Active,” scan the original Page 10 with parent/student (18-21) signature and upload under *Attached Documents* on the IEP Management screen. (See Attachment D for directions on how to upload a document.)
2. Place the hard copy of the signed Page 10 in the student’s green folder or special education confidential folder.

REF- 5640.4: *Clerical Support for Special Education and Section 504 as Required by the Modified Consent Decree*, August 28, 2017

RELATED RESOURCES:

REF- 6672.0: *New Individualized Education Program (IEP) Team Meeting Requirements*, April 4, 2016

REF- 1410.9: *Special Education Dispute Resolution - The Three Options For Parents Wishing to Initiate a Form of Dispute Resolution Regarding the Proposed Components of an IEP: (1) Informal Dispute Resolution, (2) State Mediation Only, and (3) Formal Due Process Hearing*, September 4, 2017

ASSISTANCE:

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

For further information regarding the new Page 10 documentation requirements, please contact Michele Ahkuoi, Coordinator, MCD Monitoring/Special Education Policies and Procedures at (213) 241-6701, or michele.ahkuoi@lausd.net.

ATTACHMENTS:

- Attachment A: Sample Page 10 – Documentation Required When Time Stamp Is Not Available
- Attachment B: Sample Page 10 - Entering Date of Parent Signature
- Attachment C: Sample Welligent IEP Meeting Screen- Entering *Date District Received Parent Signature*
- Attachment D: Directions for Uploading Documents under *Attached Documents* in IEP Management Screen

SAMPLE PAGE 10
DOCUMENTATION REQUIRED WHEN TIME STAMP NOT AVAILABLE

1. Write "District Received:"
2. Write date District (school) received signed Page 10 using MM/DD/YY format
3. Include Administrator/Administrative Designee signature below date

INDIVIDUALIZED EDUCATION PROGRAM (IEP)								
Los Angeles Unified School District								
Student <input type="text"/>	Date of Birth <input type="text"/>	Meeting Date <input type="text" value="24-AUG-2017"/>						
Section Q: Parent Participation and Consent								
Parent Participation	Parent Notification							
<input checked="" type="radio"/> Parent/Student (18-21) has participated in the IEP meeting. <input type="radio"/> Parent/Student (18-21) indicated before the meeting that they would not be able to attend. <input type="radio"/> Parent/Student (18-21) was notified 3 times of the meeting time and place. Parent/Student (18-21) did not respond to any of the meeting notifications and the meeting was held without the Parent/Student (18-21) present. <input type="radio"/> Parent/Student (18-21) did not attend and gave permission to proceed without them if they did not attend.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Method</th> <th style="width: 33%;">Whom</th> <th style="width: 33%;">When</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><i>I (PARENT) acknowledge that the IEP meeting was rescheduled to this date at my request. (Parent initials here ONLY if the PARENT requested that the IEP meeting be rescheduled.)</i></p>		Method	Whom	When			
Method	Whom	When						
Parent/Student (18-21) Agreement to Components of the Proposed IEP								
A Parent/Student (18-21) may agree to all or some of the components of a proposed IEP. The District will implement those portions of the IEP to which the parent/student (18-21) agrees so as to not delay providing instruction and services.								
<input checked="" type="radio"/> Parent/Student (18-21) AGREES to all components of the IEP.								
<input type="radio"/> Parent/Student (18-21) AGREES to all components of the proposed IEP WITH THE SPECIFIC EXCEPTION(S) stated below:								
<input type="checkbox"/> Assessment	Specify <input type="text"/>							
<input type="checkbox"/> Eligibility	Specify <input type="text"/>							
<input type="checkbox"/> Instructional Setting	Specify <input type="text"/>							
<input type="checkbox"/> Services	Specify <input type="text"/>							
<input type="radio"/> The Parent/Student (18-21) DOES NOT AGREE with any of the components of the proposed IEP.								
A Parent/Student (18-21) is not required to initiate any form of dispute resolution as to components of the proposed IEP to which the parent does not agree. If a parent/student (18-21) does wish to initiate a form of dispute resolution as to the components of the proposed IEP, the parent can find information on dispute resolution processes in the District's publication, <i>A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)</i> .								
Parent Concerns and Comments								
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> (Handwritten) District Received: 09/05/17 <i>Admin Signature</i> </div>								
Signature(s) <u>Parent Signature</u>		Date <input type="text" value="08/28/17"/>						
<input checked="" type="radio"/> Parent <input type="radio"/> Guardian <input type="radio"/> Student age 18-21 years <input type="radio"/> Surrogate Parent <input type="radio"/> Emancipated Minor <input type="radio"/> Foster Parent								
Did the school district facilitate parent involvement as a means of improving services and results for your child? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response								
<input checked="" type="checkbox"/> I certify that I have received a copy of the Parent Input Survey regarding the IEP process. I understand that my completion of the form is voluntary and can be done at anytime after the IEP meeting								
Signature(s) _____ / _____		Date <input type="text" value="24-AUG-2017"/>						

**SAMPLE PAGE 10
 ENTERING DATE OF PARENT SIGNATURE**

INDIVIDUALIZED EDUCATION PROGRAM (IEP)			
Los Angeles Unified School District			
Student	<input type="text"/>	Date of Birth	<input type="text"/>
			Meeting Date <input type="text" value="24-AUG-2017"/>
Section Q: Parent Participation and Consent			
Parent Participation	Parent Notification		
<input checked="" type="radio"/> Parent/Student (18-21) has participated in the IEP meeting. <input type="radio"/> Parent/Student (18-21) indicated before the meeting that they would not be able to attend. <input type="radio"/> Parent/Student (18-21) was notified 3 times of the meeting time and place. Parent/Student (18-21) did not respond to any of the meeting notifications and the meeting was held without the Parent/Student (18-21) present. <input type="radio"/> Parent/Student (18-21) did not attend and gave permission to proceed without them if they did not attend.	Method	Whom	When
I (PARENT) acknowledge that the IEP meeting was rescheduled to this date at my request _____ (Parent initials here ONLY if the PARENT requested that the IEP meeting be rescheduled.)			
Parent/Student (18-21) Agreement to Components of the Proposed IEP			
A Parent/Student (18-21) may agree to all or some of the components of a proposed IEP. The District will implement those portions of the IEP to which the parent/student (18-21) agrees so as to not delay providing instruction and services.			
<input checked="" type="radio"/> Parent/Student (18-21) AGREES to all components of the IEP.			
<input type="radio"/> Parent/Student (18-21) AGREES to all components of the proposed IEP WITH THE SPECIFIC EXCEPTION(S) stated below:			
<input type="checkbox"/> Assessment	Specify	<input type="text"/>	
<input type="checkbox"/> Eligibility	Specify	<input type="text"/>	
<input type="checkbox"/> Instructional Setting	Specify	<input type="text"/>	
<input type="checkbox"/> Services	Specify	<input type="text"/>	
<input type="radio"/> The Parent/Student (18-21) DOES NOT AGREE with any of the components of the proposed IEP.			
A Parent/Student (18-21) is not required to initiate any form of dispute resolution as to components of the proposed IEP to which the parent does not agree. If a parent/student (18-21) does wish to initiate a form of dispute resolution as to the components of the proposed IEP, the parent can find information on dispute resolution processes in the District's publication, <i>A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)</i> .			
Parent Concerns and Comments			
<div style="border: 2px solid red; border-radius: 50%; padding: 10px; display: inline-block;"> In Welligent on Page 10, enter the written date the parent/student (18-21) wrote on their copy of Page 10 here. </div> <div style="margin-left: 20px; text-align: right;"> Place <i>Time Stamp Here</i> </div>			
Signature(s) <u>Parent Signature</u>		Date <input type="text" value="08/28/17"/>	
<input checked="" type="radio"/> Parent <input type="radio"/> Guardian <input type="radio"/> Student age 18-21 years <input type="radio"/> Surrogate Parent <input type="radio"/> Emancipated Minor <input type="radio"/> Foster Parent			
Did the school district facilitate parent involvement as a means of improving services and results for your child? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response			
<input checked="" type="checkbox"/> I certify that I have received a copy of the Parent Input Survey regarding the IEP process. I understand that my completion of the form is voluntary and can be done at anytime after the IEP meeting			
Signature(s) _____ / _____		Date <input type="text" value="24-AUG-2017"/>	

SAMPLE WELLIGENT IEP MEETING SCREEN ENTERING DATE DISTRICT RECEIVED PARENT SIGNATURE

On the IEP Meeting screen, enter the date in the *Date District Received Parent Signature* field. This is the time stamp or handwritten date that the District (school) places on Page 10 of the IEP upon receipt from the parent/student (18-21). The *Date District Received Parent Signature* reflects the date the District (school) received Page 10 from the parent.

The screenshot shows the 'IEP Meeting' management interface. On the left is an 'IEP Navigator' sidebar with options: IEP Management, Participants, IEP Meeting, IEP Documents, and Student Info. The main area is titled 'IEP Meeting' and contains the following fields:

- Meeting Status: Completed (dropdown)
- Date Scheduled: 24-AUG-2017
- Time Scheduled: 09:00am (Ex. 04:15pm)
- Rescheduled Date by Parent Request: (empty)
- Time Rescheduled: (empty) (Ex. 04:15pm)
- Parent Notification Date: 07-AUG-2017 (calendar icon)
- Parent Waived Notification:
- Date of IEP Meeting: 24-AUG-2017 (If recessed, use date IEP meeting started)
- Time Started: 09:00am (Ex. 04:15pm)
- Time Ended: 10:00am (Ex. 04:15pm)
- Interpreter Services Provided:
- Meeting Recorded:
- Eligible for Special Education Services: Eligible
- Date District Received Parent Signature: 05-SEP-2017** (highlighted with a red box)
- Parent Refused to Sign IEP:

DIRECTIONS FOR UPLOADING DOCUMENTS UNDER *ATTACHED DOCUMENTS* IN IEP MANAGEMENT SCREEN

Once the *Date District Received Parent Signature* has been entered and the *IEP Status* is “Active,” scan the original Page 10 with parent/student (18-21) signature, and upload under *Attached Documents* on the IEP Management screen.

1. Click the green plus sign icon.
2. Attach the signed Page 10 file by clicking ***Browse...***
3. Title the file name as “Signed Page 10” in ***Brief Description***.
4. Click ***Upload***.

The screenshot shows the IEP Management interface. At the top, there are dropdown menus for 'Type of IEP' (Review), 'Type of Review' (Annual), 'IEP Status' (Active), and 'IEP Status Reason' (Full Service). Below these are fields for 'Effective Date' and 'Administrator/Designee'. Further down, there are fields for 'IEP Case Manager', 'Other IEP Access(1)', and 'Other IEP Access(2)'. At the bottom of this section, there are fields for 'Parental Revocation Request Date', 'Prior Written Notice Sent Date', and 'Request Cancellation Date', along with an 'Update' button.

The 'Notifications, Messages and Attachments' section contains a table with the following data:

Item	Total	Description	Date	New
Forms/Referrals	1	Forms and Referrals for this individual	17-Apr-2017	+
Lab Tests	0	Laboratory tests related to this encounter	--	+
Messages	10	Internal messages, reminders and alerts created in Welligent related to this encounter	25-Apr-2017	+
Attached Documents	1	Electronic files attached to this event as related/considered documentation.	25-Apr-2017	+ 1

The screenshot shows the 'Welligent Document Upload' dialog box. It has a title bar with 'ABC Welligent Document Upload' and buttons for 'Upload' and 'Close'. The main area is titled 'Document Management' and contains the following fields:

- Student: Sample, Sample
- Student ID: [Empty]
- Student DOB: 23-Jan-2002
- File Name: [Empty]
- File Type: [Empty]
- Document Size (KB): [Empty]
- Date Uploaded: [Empty]
- Uploaded By: [Empty]
- Upload File: [Browse...]
- Brief Description: [Empty]
- Confidentiality Status: Confidential
- Keywords: [Empty]

Red callouts are present: a '4' in a red circle above the 'Upload' button, a '2' in a red circle next to the 'Browse...' button, and a '3' in a red circle next to the 'Brief Description' field.