

## Procedures for Continued Meetings in SIRAS

### Meeting Continued vs. Rescheduled

If the parent changes the meeting date/time and it does not result in an overdue or out of compliance situation then just reschedule the meeting and make a note concerning the rescheduling in the 'Scheduling Notes' section on the IEP Manager. To reschedule simply change the date/time of the meeting on the IEP Manager (arrange meeting section) to the new agreed date/time.

If the parent had advised the district that they would be in attendance and cancels at the last minute or does not attend and changing the meeting date/time results in being overdue or out of compliance, it is acceptable for the IEP team to start the meeting without the parent. It is very important that the date, time, and method of parent agreement to attend the meeting be recorded in the Scheduling Notes box on the IEP Manager. The parent agreement to attend does not have to be in writing; oral communication is fine as long as it is recorded in the Scheduling Notes box.

The Meeting Summary (on the Additional Page in SIRAS) should document that the IEP meeting was convened on (date) at (time) and that the following members of the IEP team were in attendance (name them with titles). It would also state that the parent had confirmed the meeting date and time (on date) by (phone, written notice), but the parent was not present. The IEP team would then call the parent to tell him/her that they started the meeting on the scheduled date to meet compliance deadlines. If the parent is reached, the team may ask the parent to participate by phone, try to obtain permission to meet without the parent, or attempt to set up a date for the continued meeting.

The Meeting Summary should indicate that the parent was called and state the outcome of that telephone call. Possible outcomes may include: parent unable to be reached/left message; parent agreed to participate in the meeting on the phone; parent gave permission to continue meeting without him/her; parent requested another meeting date. Inform the parent that the meeting was opened to meet compliance deadlines. If parent agrees to meet by phone or gives permission to continue the meeting without them, complete the meeting, and send the IEP to the parent for signature.

If parent requests that the meeting be rescheduled or if unable to reach the parent, the Meeting Summary should state that no action was taken by the IEP team, and the meeting will be continued on (give date if known or just ASAP). All IEP team members should sign and date the Agreement and Attendance page at this meeting. When the parent fails to attend the meeting, the meeting date would not be changed, and the team would send out the IEP Notice (Continued) which allows them to set a new date for the continued meeting without having to change the original meeting date. The team would also check the "Meeting Held" button to push the new dates over into the MIS Summary to make the meeting timeline compliant.

Note: This process is NOT allowed if the parent never responded to the meeting notice and does not attend. If the case manager was unable to get a confirmation and did not document at least three attempts to get a response or send an "IEP Meeting Dates" letter (located in Tools/Added Forms/Legal Notices), the meeting will just be late, and

the meeting out of compliance. If the parents do not respond to the "IEP Meeting Dates" letter, you may meet without them.

## **IEPs not Completed during the Scheduled IEP Meeting**

### Not enough time to complete meeting:

If a meeting is opened with the parent/guardian present and the IEP is not completed on that date because the time allotted was not sufficient to finish the IEP, the meeting needs to be “continued” to another date. Whenever possible it is best to schedule the continued meeting date during the first meeting and note in the Meeting Summary that the “IEP development is not complete, and the meeting will be continued on (date, time, place).” If it is not possible to set a date during the first part of the IEP meeting, the Meeting Summary should reflect that the meeting was not completed and that the meeting will be continued at a mutually agreeable time and place in the near future. In either case, all persons attending the meeting should sign and date the Agreement and Consent page. The parent could initial the items covered and agreed upon at the meeting or just initial attendance only. The district could also write "IEP not complete" in the comments box. The team needs to check the "Meeting Held" button to push the new dates over into the MIS Summary to make the meeting timeline compliant.

### Lack of agreement between district and parent:

Decisions of the IEP Team shall be made by consensus. If consensus cannot be reached on all elements, the parents will be asked to indicate the elements that are agreed upon, so that they can be implemented immediately. For those elements for which there is not agreement, a plan shall be made for resolving those issues (e.g., setting a new meeting date, getting more information or assessment, having an informal discussion meeting, going to mediation.)”

Therefore, it is possible to have a continued meeting if the IEP is not completed due to a lack of agreement on all components of the IEP. In this case, the district may choose to continue the meeting to another date to try to resolve the area(s) of disagreement. Areas of disagreement should be clearly explained in the Meeting Summary. All persons in attendance should sign and date the Agreement and Consent page. The parent should initial the items covered and agreed upon at the meeting so they can be implemented immediately. If parents decline to initial areas agreed upon, then the district should not implement any new components of the new IEP.

In both of the above scenarios, the IEP Notice (Continued) should be used for all subsequent meetings until the IEP is completed. All required members of the IEP must attend the continued meeting unless excused by the parents. If a member of the IEP team needs to be excused from a subsequent meeting that is held for a continued meeting, the Excusal of IEP Team Member form should specify under Comments that the individual is being excused from a continued meeting held on dd/mm/yy to clarify the specific date for the excusal.

It is possible to continue the meeting multiple times while gathering additional information, doing additional testing, or otherwise trying to come to agreement. Each time the team meets they should sign and date another Agreement and Consent page. It is very important that copies of all of the various IEP Notices and Agreement pages are saved in the student's file for every meeting held until the IEP is completed. As an alternative, the IEP Team could continue to use the original Agreement and Consent page and have all attendees put their initials and the new date next to their original signatures, but this can be confusing if multiple meetings are held.

If the IEP team decides to continue the meeting for either reason, check with the special education administration as to how to proceed. It is suggested that the word "DRAFT" be written on all IEP pages sent home with the parents since any or all of the IEP pages can be changed up until the final meeting when the parents sign that they agree or disagree with the IEP as written.

**Note:** Never change the original meeting date no matter how many times the meeting is continued. It is still the same document and open for revision until the IEP is signed and agreed by the parent.