

Parent Participation IEP Meetings



Facts # 2 (5-15)

Parent participation in the educational planning process is extremely important. The Federal Register provides that the district must take steps to ensure that parent(s) of a child with a disability be present at IEP meetings or are afforded the opportunity to participate, which includes providing ample notification to the parents, and scheduling the meeting at a mutually agreeable date/time/place. If parents are unable to attend an IEP Team meeting, other methods of participation must be made available to them, such as individual or conference calls.

[NOTE: The requirements of Parental Notice are not the same as the requirements of Prior Written Notice which requires written notice to parents whenever the district proposes, or refuses to initiate or change the identification, evaluation, eligibility determination, or educational placement of a child or the provision of FAPE (free appropriate public education) to the child.]

The requirements of Parental Notice for IEP meetings are addressed below:

When must parents be notified of a meeting that needs to be held for their child with a disability?	Parents must be notified early enough to ensure that they have the opportunity to participate in the meeting. Parents must be given at least ten (10) days' notice of the meeting. Parents may request that the meeting be held either before or after the ten days if such time would better accommodate their schedule.
What form is used in this district to provide parents notice of a meeting?	The <i>Prior Parent Notification</i> form is used to notify parents of meetings.
What components does this form include?	<ol style="list-style-type: none"> 1. The notice indicates the purpose – Parents must be informed of the purpose of the meeting. Examples include: <ul style="list-style-type: none"> • Meeting to review/revise the IEP • Conduct an IEP Annual Review • Consideration of removal of all disability categories • Discuss reevaluation needs/results • Discuss diploma options • Discuss transition services • Consideration of a decrease or increase in amount of services* <p>*Indicate area, i.e. Speech, Physical Therapy, Occupational Therapy</p> <p>NOTE: Any relevant information regarding the purpose of the meeting must be provided to the parent.</p> 2. The notice indicates the time - The meeting must be scheduled at a time that is mutually convenient for the parent and other members of the IEP Team. 3. The notice indicates the location of the meeting – The location of the meeting must be mutually agreeable. 4. The notice informs the parents of who will be in attendance at the meeting. The title of each person who has been invited to participate in the IEP meeting must be indicated on the notification form. It is not required that names of individuals be listed. However, if parents request the information, it should be provided. <p>NOTE: In accordance with Federal Regulations, the <i>Prior Parent Notification</i> form informs parents that at the discretion of the parent and district, other individuals who have knowledge or special expertise about the child may be participants on the IEP Team. Provisions in Florida Statutes ensure that parents must not be discouraged from bringing an individual of their choosing to the meeting. The <i>Prior Parent Notification</i> addresses this legal provision, as does the <i>Parental Input and Meetings</i> form, which must be signed at the conclusion of the meeting by the parents and the school district personnel in attendance at the IEP meeting.</p>

<p>What other information must be provided to the parents in advance of the IEP meeting?</p>	<p>Any evaluation reports that have been generated by the district or any evaluation reports that are available to the district that will affect discussions and decisions made at the IEP meeting should be provided to the parent sufficiently in advance of the IEP meeting. These include psychological reports, social and developmental histories, therapist reports and any other documents that IEP Team members generate for discussion at the IEP meeting. If planning notes are completed well in advance of the IEP meeting, they should be provided.</p> <p>[Note: In order to excuse the attendance of “not less than one Regular Teacher” of the child at an IEP meeting for a student who is or may be participating in the general education environment, the parents must give written consent and written input from the excused regular education teacher of the child must be provided in advance of the meeting to both the parent and the IEP Team. The notice form to the parent addresses if consent is being requested for this purpose.]</p> <p>This information is provided to the parents prior to the meeting so that they can participate meaningfully in the IEP discussions and decisions and so that the parents are on equal footing with the other members of the IEP Team.</p> <p>However, IEP Team members are not required to generate written or typed reports that are not documented in a written or typed format. This includes test results from speech evaluations, curriculum-based assessments, informal teacher assessments and other evaluations/observations that do not result in a written or typed narrative or report.</p>
<p>What other methods can be used to encourage parent participation?</p>	<p>Other methods that may be used to ensure parent participation include:</p> <ul style="list-style-type: none"> • Individual telephone calls • Conference telephone calls • Planning Notes
<p>What documentation must be kept to show attempts to arrange a mutually agreed upon meeting?</p>	<p>Detailed records of attempts to involve parents in IEP meetings must be maintained. These records include:</p> <ul style="list-style-type: none"> • Records of telephone calls (or visits) including dates and times • Copies of <i>Prior Parent Notification</i> forms sent to the parent. • Any other correspondence between the parent and the district.
<p>Can an IEP meeting be held without the parent in attendance?</p>	<p>A meeting may be conducted without the parent(s) in attendance if district personnel are not able to convince the parents to attend. However, district personnel must maintain detailed records of the attempts to invite parents.</p>
<p>POINTS TO REMEMBER:</p> <ul style="list-style-type: none"> • Parents must be provided a copy of their child’s IEP at no cost to the parent. • A minimum of two documented attempts to involve the parent(s) in the IEP meeting must be maintained. • The district must arrange for an interpreter for parents when needed (e.g., in the case of a parent who is deaf or hard of hearing or whose native language is other than English). 	
<p>For additional information regarding Prior Parent Notification, contact an Area Office Staffing Coordinator or Staffing Specialist. You may also obtain information from the Area ESE Supervisors and ESE District Resource Teachers, the ESE Hotline (273-7221), ESE personnel assigned to the Velasco Student Services Center, the Supervisor for ESE Staffing (273-7035), and the Supervisor for ESE Compliance (273-7060).</p>	
<p>REFERENCES:</p> <ul style="list-style-type: none"> • IDEA 2004 • 34 CFR Part 300 • Florida Statutes and State Board of Education Rules • 1002.20, Florida Statutes 	