In this document we will be going over how to handle certain situations that have developed during COVID-19 and the implementation of Distance Learning. Most districts are still trying to complete IEP meetings. In some of the meetings, providers will not have sufficient information to complete the meeting and will need to continue them at a later time. Please read the following situations entirely before you decide which one applies to your individual student circumstance:

Do not open an IEP meeting:

- If you do not intend on completing the IEP forms
- If you do not intend on meeting with the parent until next school year

All Open Meetings:

- If the meeting is currently overdue or will be overdue, input the appropriate Meeting Delay Reason on the IEP Manager or MIS Summary. The delay reason will be reported when the meeting is completed and finalized.
  
  Note: Amendments and Other Reviews do not have a timeline associated for CALPADS reporting and do not need a Meeting Delay Reason.

- Meeting Held should only be checked when the meeting has been completed.
- Do not check Meeting Held if the meeting has started and will need to be continued. This applies to all meeting types.
- Once Meeting Held is checked, we recommend using the electronic signature request feature to obtain the signatures for Parent Consent.
- If Meeting Held is checked and awaiting parent consent (signatures), use the Parent Response of Awaiting Consent.
- If the student is transferring out of District, and the meeting is currently postponed, *Force Finalize the meeting as Unresolved – to be continued. See instructions on page 2 of this help sheet.
- Finalize an IEP Meeting when the meeting is complete and signatures have been collected. Choose the appropriate parent response from the menu. If the parent response is awaiting consent and the signatures of approval are received, change the parent response to match what the parent has agreed/disagreed to.
- For meetings that have been held and still awaiting written parent consent, attempt to obtain the signature again by re-sending the link and/or mailing a copy home with a self-addressed stamped envelope. Following unsuccessful attempts to obtain written signature, finalize the IEP in coordination with your district director’s timeline. If finalizing without written consent, use the parent response of Does not accept the plan or Does not accept the plan (Initials only). If/when signatures eventually come in, the Parent Response and the MIS Summary will need to be updated and re-archived by the SIRAS Administrator for CALPADS reporting. Contact him/her if you change the parent response after finalizing.

- If the student is leaving the District for next school year, or if for any reason the incomplete meeting will never be completed, the meeting should either be deleted if none of the forms have been completed, or if you wish to preserve the data, *Force Finalize the meeting as Unresolved – to be continued.
*How to Force Finalize when the Meeting is Not Held:

- **Do Not Check Meeting Held**
- Left click on the little black arrow on the Preview/Print button

![Preview/Print button](image)

- Select **Disable validations for preview finalize**

![Disable validations](image)

- The Finalize button is now available, click Finalize
- Select the reason **Unresolved - To be continued** and then (this meeting will be able to be Reactivated and continued to a later date)

![Finalize Meeting](image)

- Once the meeting is Finalized, select **Unresolved - To be continued** on the Form Status and enter a continued date of the IEP if known

![Form Status](image)