

Meeting Continuation vs. Reschedule

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 within 24 hours of the meeting 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. Document in the meeting summary 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). The meeting summary (on the Additional Page in SIRAS) would then state that the parent had confirmed the meeting date and time (on date) by (phone, written notice), but the parent was not present.

Next during the meeting, the IEP team would 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 set up a date for the continued meeting, or try to obtain permission to meet without the parent

The meeting summary would indicate that the parent was called and state the outcome of that telephone call (parent unable to be reached/left message, parent agreed to hold the meeting on the phone, parent gave permission to continue meeting without him/her, and/or parent informed that the meeting had been 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). In this scenario, 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 compliant.

NOTE: This process is NOT allowed if the parent never responded to the meeting notice and does not show up. 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.