

Parent Does NOT Accept the Plan

When a district holds an IEP meeting and there is a disagreement, e.g. **Parent Response** = ‘Does NOT Accept the Plan or Stay-Put’ the new offer of FAPE will NOT be implemented. The IEP that was agreed upon last is still in effect. In these instances, the meeting, the offer of FAPE, and the notes are all archived in SIRAS for documentation purposes (when the meeting is finalized). The steps detailed below, will ensure that the new IEP dates and offer of FAPE are documented in SIRAS, and keep the last agreed upon services and goals current. These steps would apply to meetings with partial consent, as well as cases where the new goals were not consented, and previous year’s goals will stay in place and measured on the progress report.

Steps for IEP Disagreements

1. Update the *Scheduling Notes*. Make sure the disagreement is documented in the *Meeting Summary Notes* and/or on the *Agreement and Attendance page*.
2. Check **Meeting Held** and indicate parent “Does not accept the plan or Stay-Put” in the Parent Response dropdown.
3. **Finalize** the meeting.
4. Upload the Progress Report to SIRAS that was printed for the meeting and link it to the meeting. This will act as archived documentation from the meeting.
5. Progress on the previous year’s goals will need to be measured until new ones are agreed upon. Continue to note progress on the Progress Report. Use the “Overall Comments” section at the bottom of the report.
6. If/when **Parent Response** changes to *Accepts the Plan*, first go to the Progress Report and print a copy for the student’s file and then change the parent response to *Accepts the Plan*. The old goals will move to Archived and Progress notes written in the “Comments” section will move to the archived Progress Report.
7. Go back to the *Finalized* meeting and change the **Parent Response** to *Accepts the Plan*. Goals will automatically archive and advance when the Parent Response is changed in SIRAS and the meeting has been Finalized. The progress report will be cleared out and now reflect the newly agreed upon IEP goals.
8. If the **Parent Response** is *Partial consent* go to the *MIS Summary* page and change/edit any fields that were impacted when parents signed in agreement. Remember to review the services in *Table B* to reflect the services that will now be implemented.
9. An IEP meeting may occur at the time of consent to review *Present Levels, Services, and Goals*. Bring a copy of the most recent Progress Report that was uploaded to the student record.

