Meeting Participation form: The Participation form is to be signed at the beginning of the IEP meeting to record the attendance. The Parents/Guardians and all IEP Team Members present at the IEP meeting will sign the Meeting Participation form. This form does have the ability to track participation for multiple continuation meetings if necessary.

Consent form: The Consent form is to be signed only by the Parents/Guardians when the IEP has come to Consent, Partial Consent, or Disagreement. The appropriate Parent Response will be selected, and the meeting can then be Finalized.

- In Preparation for the IEP meeting the Meeting Participation form is to be printed out and then presented to the Parent and IEP Team at the start of the meeting to be signed.
- If you are holding a remote meeting, the Meeting Participation form can be sent out electronically by email to the Parent and IEP Team just prior to the meeting by creating a Link/Request.
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Steps toFinishing an IEP Meeting

- Check **Meeting Held** once the meeting is completely finished.
- Choose the appropriate Parent Response.
- If the parent attended the meeting in person and agrees to the IEP, present the **Consent for Placement** form to the parent for them to sign.
- Once the parent signs the Consent for Placement form **in agreement**, you may select the Parent Response: **Accepts the Plan** and then **Finalize** the meeting.
- If you are waiting on signatures choose **Awaiting Consent** (**Meeting Held must be checked to send the Consent form electronically**).

Please note: Verbal agreement is not enough to check Accepts the Plan, you must have a parent signature to choose Accepts the Plan.

- Once you receive signed Consent of the IEP from the Parent, change the Parent Response from Awaiting Consent to the appropriate Parent Response and Finalize the meeting.