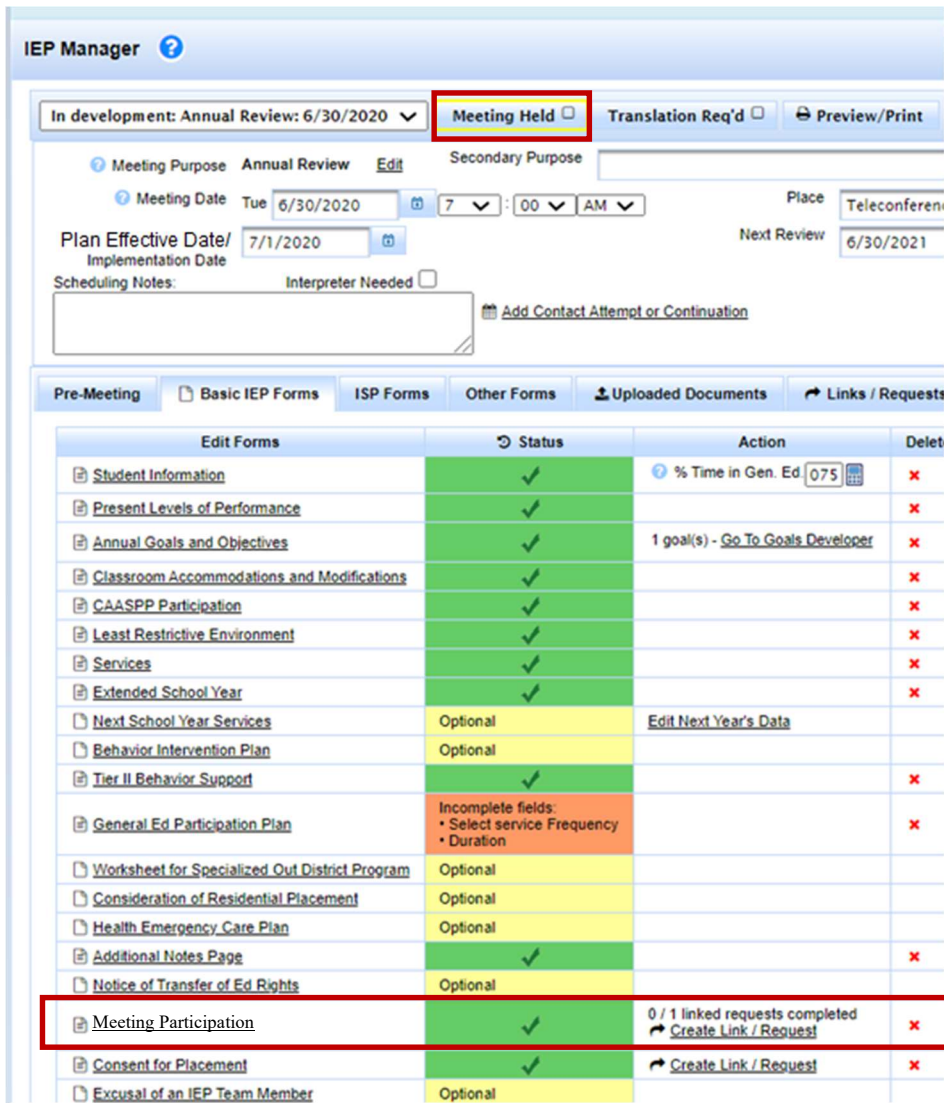


Meeting Participation form: The Participation form is to be signed at the beginning of the IEP meeting to record the attendance. The Parents/Guardians and all IEP Team Members present at the IEP meeting will sign the Meeting Participation form. This form does have the ability to track participation for 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**.
- You do not have to check meeting held to send a **Link/Request** for the **Meeting Participation form**.
- This form will be used to record Parent and IEP Team participation.



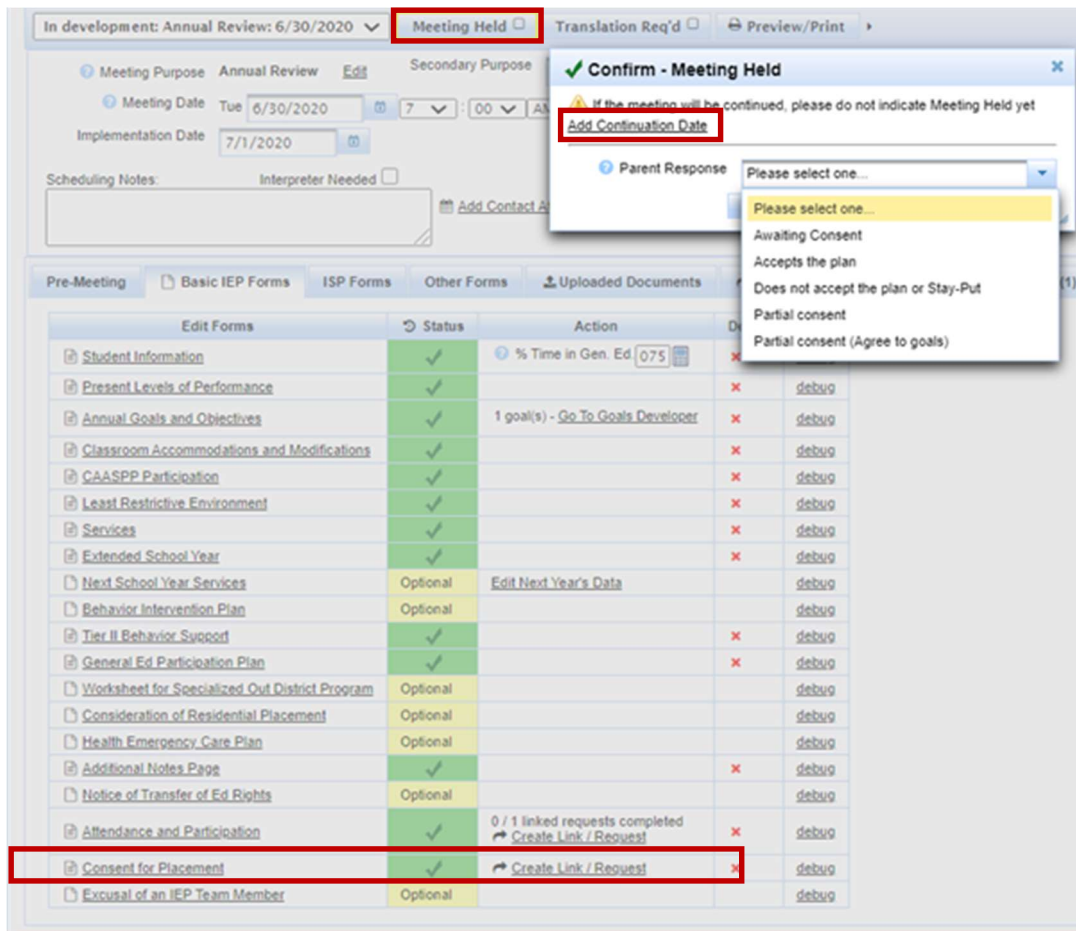
The screenshot shows the IEP Manager interface. At the top, the 'Meeting Held' checkbox is selected and highlighted with a red box. Below this, there are fields for Meeting Purpose (Annual Review), Meeting Date (Tue 6/30/2020), Meeting Time (7:00 AM), Meeting Place (Teleconference), Plan Effective Date (7/1/2020), and Next Review (6/30/2021). A 'Scheduling Notes' field is also present.

Below the form fields is a table of IEP forms. The table has columns for 'Edit Forms', 'Status', 'Action', and 'Delete'. The 'Meeting Participation' form is highlighted with a red box. The 'Status' column for 'Meeting Participation' is green with a checkmark, and the 'Action' column contains the text '0 / 1 linked requests completed' and a 'Create Link / Request' button. The 'Delete' column contains a red 'x'.

Edit Forms	Status	Action	Delete
Student Information	✓	% Time in Gen. Ed 075	x
Present Levels of Performance	✓		x
Annual Goals and Objectives	✓	1 goal(s) - Go To Goals Developer	x
Classroom Accommodations and Modifications	✓		x
CAASPP Participation	✓		x
Least Restrictive Environment	✓		x
Services	✓		x
Extended School Year	✓		x
Next School Year Services	Optional	Edit Next Year's Data	
Behavior Intervention Plan	Optional		
Tier II Behavior Support	✓		x
General Ed Participation Plan	Incomplete fields: • Select service Frequency • Duration		x
Worksheet for Specialized Out District Program	Optional		
Consideration of Residential Placement	Optional		
Health Emergency Care Plan	Optional		
Additional Notes Page	✓		x
Notice of Transfer of Ed Rights	Optional		
Meeting Participation	✓	0 / 1 linked requests completed Create Link / Request	x
Consent for Placement	✓	Create Link / Request	x
Excusal of an IEP Team Member	Optional		

- 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 final agreement from parents has been received in writing, make sure the **Plan Effective Date** reflects that date.
- 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.
- **Once the meeting is finalized, the data will be sent to CALPADS.**
- If you are waiting on signatures choose **Awaiting Consent** (*Meeting Held must be checked to send the Consent form electronically*).
- 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.

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



The screenshot shows the IEP system interface. At the top, the 'Meeting Held' checkbox is checked and highlighted with a red box. Below it, a 'Confirm - Meeting Held' dialog box is open, showing a warning icon and the text 'If the meeting will be continued, please do not indicate Meeting Held yet'. The 'Add Continuation Date' field is highlighted with a red box. The 'Parent Response' dropdown menu is open, showing the following options: 'Please select one...', 'Awaiting Consent', 'Accepts the plan', 'Does not accept the plan or Stay-Put', 'Partial consent', and 'Partial consent (Agree to goals)'. The 'Accepts the plan' option is highlighted in yellow. Below the dialog box, a table lists various IEP forms and their status. The 'Consent for Placement' form is highlighted with a red box and has a status of 'Completed'.

Edit Forms	Status	Action
Student Information	Completed	% Time in Gen. Ed [075]
Present Levels of Performance	Completed	
Annual Goals and Objectives	Completed	1 goal(s) - Go To Goals Developer
Classroom Accommodations and Modifications	Completed	
CAASPP Participation	Completed	
Least Restrictive Environment	Completed	
Services	Completed	
Extended School Year	Completed	
Next School Year Services	Optional	Edit Next Year's Data
Behavior Intervention Plan	Optional	
Tier II Behavior Support	Completed	
General Ed Participation Plan	Completed	
Worksheet for Specialized Out District Program	Optional	
Consideration of Residential Placement	Optional	
Health Emergency Care Plan	Optional	
Additional Notes Page	Completed	
Notice of Transfer of Ed Rights	Optional	
Attendance and Participation	Completed	0 / 1 linked requests completed Create Link / Request
Consent for Placement	Completed	Create Link / Request
Excusal of an IEP Team Member	Optional	