



LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN

TITLE: Parent Participation at Individualized Education Program (IEP) Meetings for Students Suspected of Emotional Disturbance (ED)

NUMBER: BUL-4182.1

ISSUER: Sharyn Howell, Executive Director
 Division of Special Education

DATE: August 9, 2010

ROUTING
 All Locations
 Local District Superintendents
 Local District Principal
 Leaders (Directors)
 Support Unit Administrators
 School Site Administrators
 School Psychologists
 Teachers
 School Nurses
 Related Services Personnel

POLICY: It is the District’s policy, in accordance with the Modified Consent Decree (MCD), that parent participation at Individualized Education Program (IEP) meetings for students suspected of Emotional Disturbance (ED) may include alternative forms of participation such as teleconferencing.

MAJOR CHANGES: This Bulletin replaces Bulletin 4182.0, dated April 1, 2008. A letter is now to be attached to the *Notification to Participate in an IEP Meeting* form whenever a student is being considered eligible with ED, or if the student is already eligible with ED.

INSTRUCTIONS: The school site administrator is responsible for assuring that parents are notified of the IEP meeting in a timely manner to determine if they will be able to attend the meeting. When sending out the *Notification to Participate in an IEP Meeting* form for an IEP meeting for a student who is being considered eligible with ED, or the student is already eligible with ED, a letter is to be attached (see Attachment A).

Schools are to access this letter in the Welligent IEP System. On the Welligent home page in the Function Navigator, select Downloads. Once in Downloads, in the “Heading Keyword” text box, type *IEP Parent Participation Letter – Considering/Discussing ED Eligibility*. This letter is available in Welligent in English, Spanish, Armenian, Chinese, Korean, Russian, and Vietnamese. As needed, schools are to copy this letter on their school letterhead and fill in the appropriate information prior to mailing.

If parents express that they are not able to attend the IEP meeting, the school site administrator must offer the parent the option to participate via teleconferencing. When parents participate via teleconference, the site administrator must ensure the following are completed:



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- INSTRUCTIONS (cont.):**
- Document that the parent agrees to participate by way of teleconference in the IEP “Case Notes” section;
 - Document that the parent participated via teleconferencing in the following places on the IEP:
 - Names and Signatures section: Record “teleconference” in the Signature column adjacent to the parent’s name.
 - Emotional Disturbance Certification page, Section 5: “Parent participation at the IEP meeting, including alternative forms of attendance such as teleconference, determining eligibility and placement,” check “Yes.”

If parents are unable to attend the meeting and cannot re-schedule the meeting or participate by teleconference, they are to be advised to take the following actions:

- Check the appropriate box on the *Notification to Participate in an IEP Meeting* form authorizing the IEP team to convene the meeting without them.
- Sign and return the bottom of page two of the *IEP Parent Participation Letter – Considering/Discussing ED Eligibility* no later than seven (7) days before the IEP meeting.

Upon receipt of the signed letter from the parent, school staff must document receipt in the IEP “Case Notes” section, file the letter in the student’s green folder, and proceed with the IEP meeting.

- RELATED RESOURCES:**
- “2010-11 Targeted Strategy Plan—MCD Outcome 18”
 - *Special Education Policies and Procedures Manual*, July 2007

- ATTACHMENT:**
- Attachment A: IEP Parent Participation Letter – Considering/Discussing ED Eligibility (letter available in the Welligent IEP System in English, Spanish, Armenian, Chinese, Korean, Russian, and Vietnamese).

ASSISTANCE: For assistance or further information please contact the Special Education Support Unit Administrator or Support Unit Psychological Services Coordinator or Alnita Dunn, Director, Psychological Services, Division of Special Education, at (213) 241-8303 or alnita.dunn@lausd.net.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education

BUL4182.1
August 9, 2010

ATTACHMENT A

DATE

Dear Parent,

An Individualized Education Program (IEP) team meeting has been scheduled to address your child's educational needs. Attached please find a *Notification to Participate in an IEP Meeting* form which indicates the IEP meeting date, time, and location. At this IEP meeting, an eligibility of Emotional Disturbance will be considered or discussed. As part of the District's Modified Consent Decree (MCD) Outcome 18 requirement, whenever an eligibility of Emotional Disturbance is being considered for a student at an IEP meeting, parental participation is required. This letter serves as the District's notice to you regarding your required participation in the IEP team meeting.

Please indicate on the *Notification* form if you will attend or if you would like the meeting date and time rescheduled. If you find that you are not physically able to attend the meeting, there are several ways for you to participate in the IEP process without actually being present. For example, you may participate in the meeting via telephone call. Upon your request to participate by telephone, the District will arrange for the IEP team meeting to be held in a room with a speaker telephone. If you would like to participate by telephone, but are unable to make telephone calls outside of a certain area code, please provide a telephone number where you can be reached, and the District will place the call to you.

As a reminder, MCD Outcome 18 requires parental participation in IEPs where an eligibility of Emotional Disturbance is being considered or discussed. However, if you are unable to re-schedule the IEP meeting and unable to participate in the IEP meeting even by phone, please check the appropriate box on the *Notification* form authorizing the IEP team to convene the meeting without you. Also, please sign and return the bottom of page two of this letter acknowledging that you have been made aware of the MCD requirement for your participation in the IEP meeting, but that you are granting permission for the District to proceed with the IEP team meeting in your absence.

Please sign and return the *Notification* form as soon as possible but no later than seven (7) days before the meeting. If you have any questions or would like to discuss the contents of this letter, please do not hesitate to contact the IEP Administrative Designee, _____ at (____) _____.

Sincerely,

Principal

_____ **Acknowledgement and Permission to Proceed** _____

**Acknowledgement of MCD Outcome 18 Requirement of Parental Participation in the IEP Team Meeting
While Granting Permission to Proceed With the IEP Team Meeting without the Parent**

If you have indicated on the *Notification to Participate in the IEP Meeting* form that you are authorizing the IEP team meeting to be convened without your attendance or your participation by telephone, please read the statement below, sign and date the form, and return it along with the *Notification* form to the school.

Statement

I acknowledge that while I have been notified that the District's Modified Consent Decree Outcome 18 requires parental participation in IEP team meetings where an eligibility of Emotional Disturbance is being considered or discussed, I am granting the District permission to proceed with my child's IEP team meeting in my absence.

Parent Signature

Date

Student Name: _____

Date of Birth: _____