



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

**TITLE:** Individualized Education Programs (IEPs)  
 Presented for Parent Signature

**NUMBER:** REF- 4133.0

**ISSUER:** Donnalyn Jaque-Antón, Associate Superintendent  
 Division of Special Education

**DATE:** March 19, 2008

**ROUTING**  
 All Locations  
 Local District Superintendents  
 Administrators of Instruction  
 Local District Directors  
 Support Unit Administrators  
 School Site Administrators  
 Teachers  
 Sp. Ed. Office Technicians

**PURPOSE:** The purpose of this Reference Guide is to clarify for school administrators and IEP team members procedures for presenting an Individualized Education Program (IEP) to parents/guardians at the conclusion of the IEP meeting.

**MAJOR CHANGES:** None

**BACKGROUND:** Parents/guardians are to be provided with a copy of the completed IEP at the conclusion of the IEP team meeting.

**CONTENTS:** A. Presenting the IEP to Parents/Guardians for Signature  
 B. Locking the IEP  
 C. Recessing an IEP Meeting

**PROCEDURES:** A. Presenting the IEP to Parents/Guardians for Signature

At the end of the IEP meeting, while parents/guardians are present, IEPs must be locked with the IEP status of "Pending". Even if an IEP meeting is held when the parents/guardians are not able to attend (for example, after several attempts to schedule the meeting were made, or a teleconference or other means of parent participation has taken place) the IEP must still be locked as "Pending" at the end of the meeting. It is not permissible to add to or change anything on an IEP after the meeting is over. Note that when the document is locked as "Pending" in the Welligent system, the parent signature and parent comment sections remain open.

At the conclusion of the IEP meeting, parents/guardians are to be provided a copy of the completed IEP for their signature and consent on page 10. They may decide to take the IEP home for review and consideration before completing page 10. In either case, once the IEP is completed, parents/guardians must never be told that they will be sent a copy of the child's IEP at a later time.



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**PROCEDURES:** Reminder, prior to presenting an IEP to parents/guardians for signature it must be locked with the status of “Pending”. If the IEP document has the statement “worksheet, not an official document” written on each page, then the IEP has not yet been locked with the status of “Pending”.

Even in the event that the parents/guardians indicate that they are in disagreement with the IEP, the IEP must still be locked as “Pending” at the conclusion of the meeting in the same manner as an IEP that is not in dispute. The specific disagreement can be noted on page 10 after the IEP is locked with the status of “Pending”.

### B. Two Stages to Locking the IEP

In the first stage, entering the “Date Completed” on the “IEP Meeting” screen will lock your documents from being modified with the exception of the Goals (page five), the Consent Page (page 10) and the Management screens. As soon as the IEP meeting is over, enter the “Date Completed” and your IEP will automatically be locked and will be in a “Pending” state allowing you to print the IEP for the parent/guardian to sign.

In the second and final stage, entering the “Parent Signature Date” on the IEP Meeting screen will lock page 10 and the Management screens. Any necessary meeting notes should be entered on the IEP Meeting screen before entering the parent signature. Once the “Parent Signature” is entered on the IEP Meeting screen, the IEP will automatically become “Active”. Then information from the IEP will appear in reports, and timelines and SIS fields will be populated from the Active IEP. It is very important for IEP Managers to monitor their “Pending IEPs” on their “My IEP Summary” screen and get parent signatures.

### C. Recessing an IEP Meeting

1. In those infrequent situations when an IEP team meeting is not concluded in one day and will be reconvened on another day when the District will make its offer of a free appropriate public education or FAPE, parents have a right to have a printed copy of the IEP document. In this case, parents may request and be given a copy of a “worksheet, not an official document” IEP until the meeting is continued and completed.



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- PROCEDURES:**
2. The following steps are to be completed when recessing an IEP meeting to be reconvened at a later date.
    - a. Indicate on page 12 the reason(s) the IEP meeting is being recessed;
    - b. Indicate on page 12 the date the IEP meeting will be reconvened (if known);
    - c. Indicate on page 12 that what is written on the IEP up to that point has not been reviewed in whole by the team and is only a draft until the entire contents of the IEP have been reviewed with the team and the District has made an offer of FAPE.
    - d. Offer parents a copy of the IEP document as-is, which will be the “worksheet, not an official document” copy.
    - e. On the “IEP Meeting” screen, change the “Meeting Status” to “Recessed”. Indicate on the “Meeting Notes” all pertinent information with regard to recessing the meeting. Click “Save” and then “Close”. Do not enter a date into the “Date Completed” field as this will lock the document pages.
    - f. After the IEP team has reconvened and concluded the meeting, go back to the “IEP Meeting” screen, and set the “Meeting Status” to “Completed” and in the “Date Completed” field enter the date/time of the first meeting, not the reconvened date, to lock the document pages. (The date and time of the reconvened meeting can be documented in the “Meeting Notes”.)

- RELATED RESOURCES**
- Division of Special Education Update – October 2007 issue, page two
  - Welligent at Work - June 28, 2006 issue
  - Welligent Announcement - “Locking an IEP”

**ATTACHMENTS** None

**ASSISTANCE** For additional assistance, please contact the Welligent IEP Support Unit or Criselda Magat, Coordinator, IEP Support Section at (213) 241-4174.