

PURPOSE

To provide Welligent instructions on the Recessed IEP Dropdown for an Individualized Education Plan (IEP). The Meeting screen allows the user to Add and Modify the Recessed and Reconvene date for an IEP.

WHO CAN PERFORM THIS TASK(S)?

Users at the location that will be able to perform this task are the **Administrators (Principal and/or Assistant Principals)** and **School Office Personnel (School Administrative Assistant and/or Office Technicians)**. Users must have a current and active Welligent account.

BEFORE YOU GET STARTED (OPTIONAL)

In situations when an IEP team meeting may not be concluded in one day and will be reconvened on another (when the District will make its offer of a free appropriate public education), parents have a right to receive a printed copy of the IEP document. In this case, parents may request and be given a copy of a "Draft for IEP Development – Not for Parent Consent" IEP until the meeting is continued and completed.

Per LAUSD District policy, there are four allowable reasons for a recessed IEP meeting:

- Parent Exploring Placement Options (Example: Magnet)
 - Parent Exploring NPS Placement Options
 - Parent Request
 - Emergency; Details in the Meeting Notes (Example: Lockdown, Collective Bargaining Agreement Limitations).
-
- Refer to Reference Guide **REF-6672.0 New Individualized Education Program (IEP) Team Meeting Requirements**

LOG IN

- Log in to Welligent at <https://welligent.lausd.net/>, using your single sign-on (SSO).

MENU PATH

Student Search (by District ID or name) > IEP Event Listing > IEP: Initial, Review or Amendment > Meeting

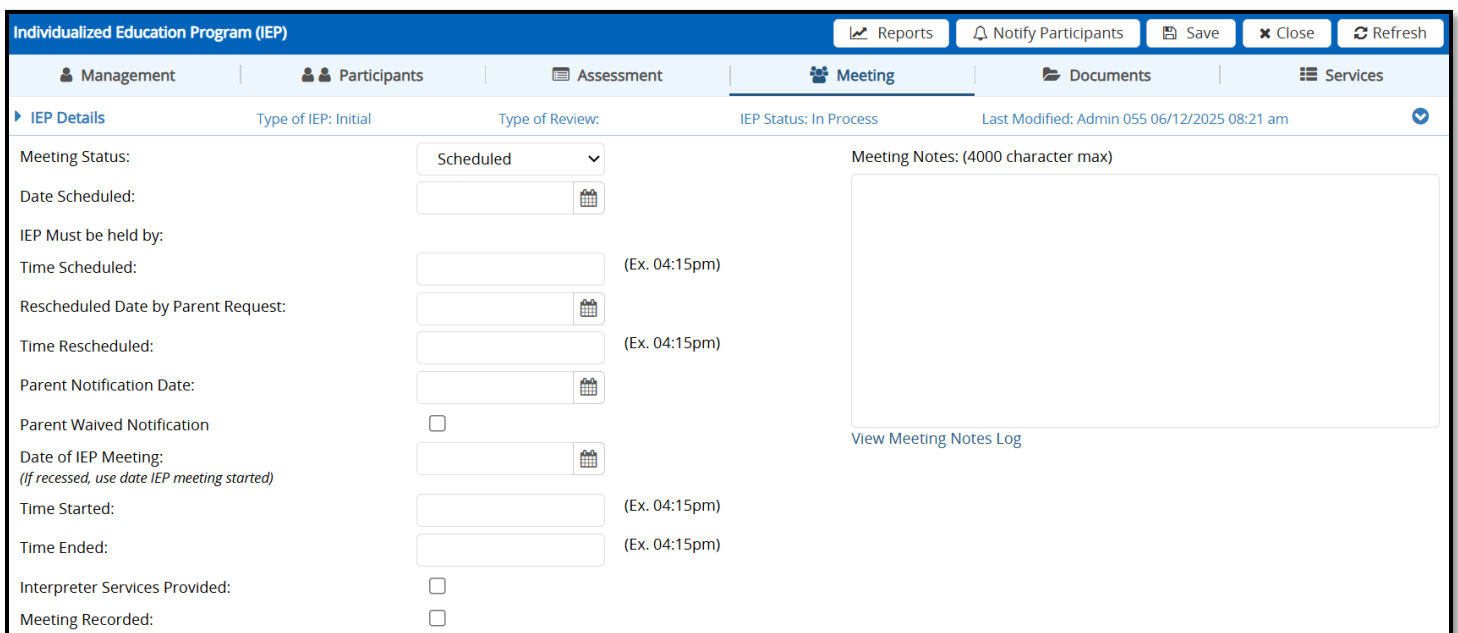
PROCEDURE – Recess an IEP Meeting

Step 1 Search for the student. From the IEP Event Listing, select the IEP and click the Meeting tab.



The screenshot shows the 'Individualized Education Program (IEP)' management interface. At the top, there are buttons for 'Reports', 'Notify Participants', 'Save', 'Close', and 'Refresh'. Below these are tabs for 'Management', 'Participants', 'Assessment', 'Meeting', 'Documents', and 'Services'. The 'Meeting' tab is highlighted with a red rectangular box.

The Meeting Screen will display.



The screenshot shows the 'Individualized Education Program (IEP)' meeting screen. The 'Meeting' tab is selected. The screen displays the following fields and options:

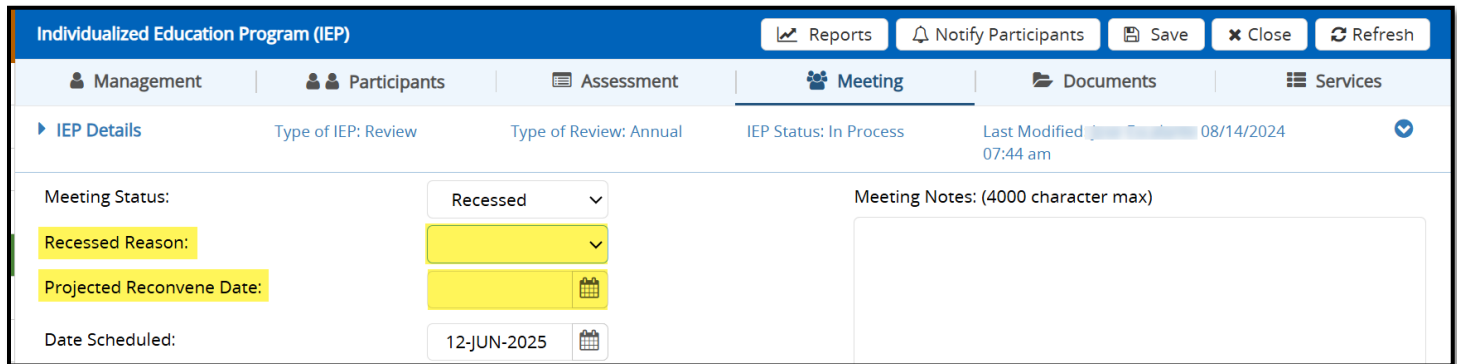
- IEP Details:** Type of IEP: Initial, Type of Review: (dropdown), IEP Status: In Process, Last Modified: Admin 055 06/12/2025 08:21 am.
- Meeting Status:** Scheduled (dropdown).
- Date Scheduled:** (calendar icon).
- IEP Must be held by:** (text input).
- Time Scheduled:** (text input) (Ex. 04:15pm).
- Rescheduled Date by Parent Request:** (calendar icon).
- Time Rescheduled:** (text input) (Ex. 04:15pm).
- Parent Notification Date:** (calendar icon).
- Parent Waived Notification:** ☐.
- Date of IEP Meeting:** (calendar icon) (If recessed, use date IEP meeting started).
- Time Started:** (text input) (Ex. 04:15pm).
- Time Ended:** (text input) (Ex. 04:15pm).
- Interpreter Services Provided:** ☐.
- Meeting Recorded:** ☐.
- Meeting Notes:** (4000 character max) (text area).
- View Meeting Notes Log:** (link).

Step 2 To recess an IEP meeting, click on the Meeting Status field and select **Recessed** from the dropdown.

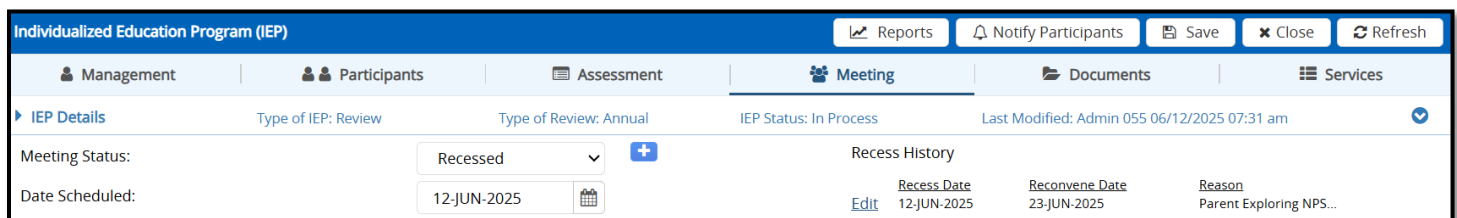
Step 3 Select the applicable reason from the Recess Reason dropdown.

- Emergency; Details in Mtg. Notes e.g., Lockdown, Collective Bargaining Agreement Limitations
- Parent Exploring NPS Placement Options
- Parent Exploring Placement Options (Example: Magnet)
- Parent Request

Step 4 Enter the Projected Reconvene Date.




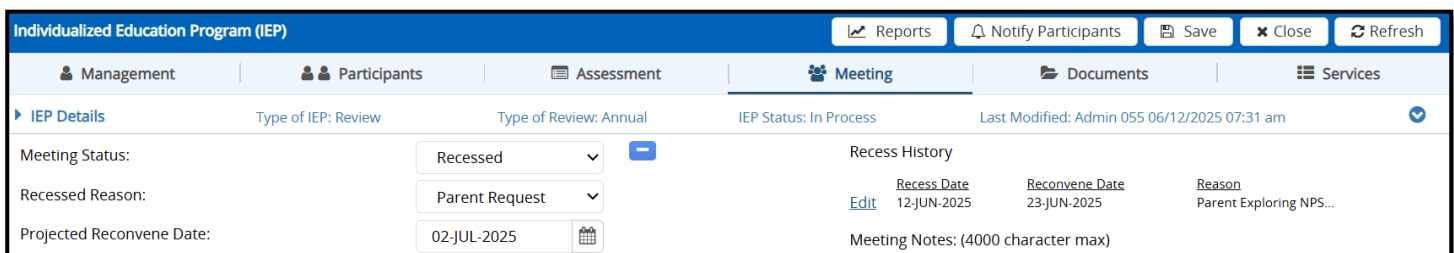
Step 5 Once the Recessed Reason and Projected Reconvene Date are entered, click Save and then click Refresh. A Recess History will appear above the Meeting Notes.



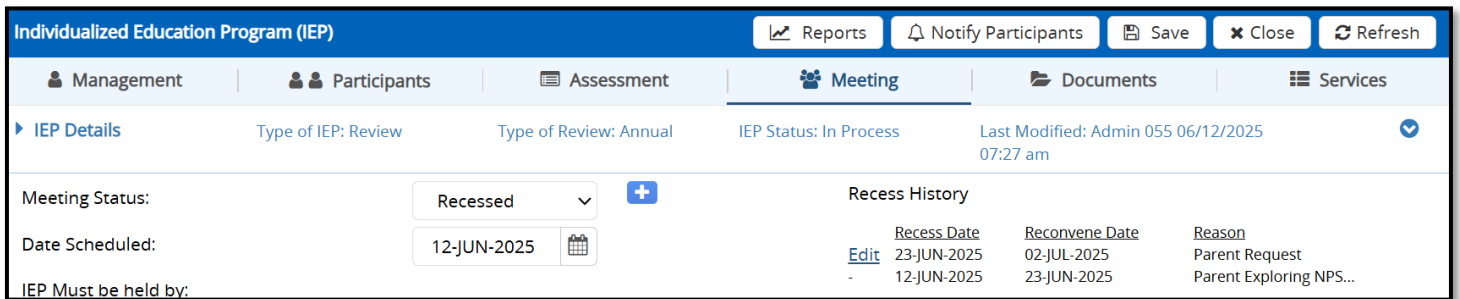
Note: If necessary, document a further explanation on Meeting Notes. Indicate on **FAPE Part 2- Summary of Services > Part 4 - Additional Discussion**, that the IEP has been recessed. As such, the IEP is a draft until all of the documents have been reviewed with the IEP team and the District has made an offer of FAPE.

PROCEDURE – Recess IEP an Additional Time

- Step 1** If the IEP needs to be recessed an additional time, click on the *blue plus sign*  which now appears next to the Meeting Status of *Recessed*.
- Step 2** Select the applicable reason from the Recess Reason dropdown.
- Step 3** Enter the Projected Reconvene Date.



Step 4 Once the Recessed Reason and Projected Reconvene Date are entered, click Save and then click Refresh. Recess History will update to display the additional reason and date.

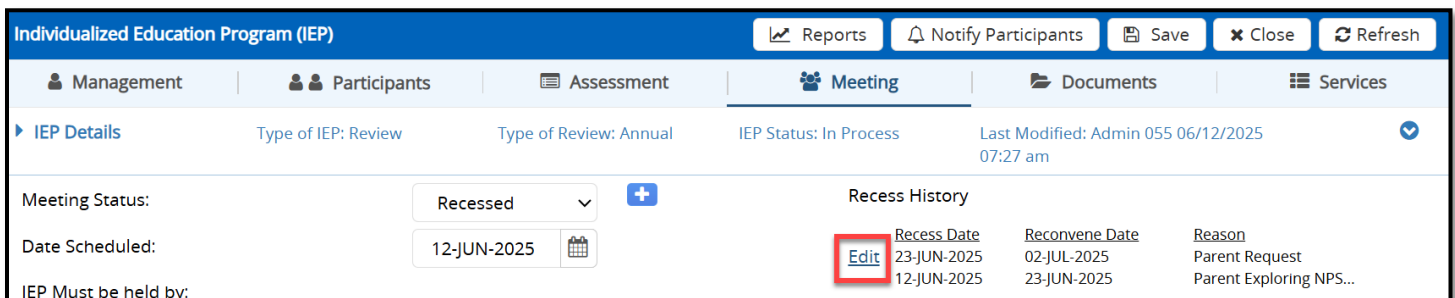


Individualized Education Program (IEP)											
Management		Participants		Assessment		Meeting		Documents		Services	
IEP Details		Type of IEP: Review		Type of Review: Annual		IEP Status: In Process		Last Modified: Admin 055 06/12/2025 07:27 am			
Meeting Status:		Recessed				Recess History					
Date Scheduled:		12-JUN-2025									
IEP Must be held by:											

Recess Date	Reconvene Date	Reason
23-JUN-2025	02-JUL-2025	Parent Request
12-JUN-2025	23-JUN-2025	Parent Exploring NPS...

PROCEDURE – Change Reconvene Date

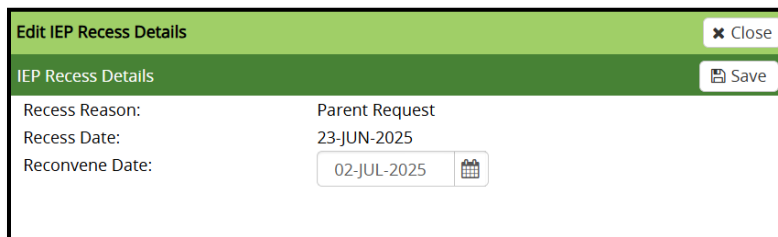
Step 1 The Reconvene Date can be changed by clicking the Edit button to the left of the Recess History.



Individualized Education Program (IEP)											
Management		Participants		Assessment		Meeting		Documents		Services	
IEP Details		Type of IEP: Review		Type of Review: Annual		IEP Status: In Process		Last Modified: Admin 055 06/12/2025 07:27 am			
Meeting Status:		Recessed				Recess History					
Date Scheduled:		12-JUN-2025									
IEP Must be held by:											

Recess Date	Reconvene Date	Reason
23-JUN-2025	02-JUL-2025	Parent Request
12-JUN-2025	23-JUN-2025	Parent Exploring NPS...

Step 2 Edit IEP Recess Details screen will appear. Enter the *Reconvene Date*, *Save* and *Close*.



Edit IEP Recess Details	
IEP Recess Details	
Recess Reason:	Parent Request
Recess Date:	23-JUN-2025
Reconvene Date:	02-JUL-2025