

A decorative graphic featuring three concentric blue circles of varying sizes, connected by thin blue lines that form a triangular shape. The circles are positioned in the top right, middle right, and bottom right of the page.

LOS ANGELES UNIFIED SCHOOL DISTRICT








WELLIGENT 102 V7.5.1

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QUICK REFERENCE GUIDE

PHASE	SCREENS	FORMS
<div>Management</div> 	(PHASE I) IEP Management Referral Details Participants IEP Meeting IEP Documents	<u>Associated Forms</u> <u>Form Name</u> IEP. Sect A-B: Meeting and Student Information - Pg.1 IEP. Sect. R: Names and Signatures - Pg.11
<div>Assessment, Evaluation & PLP</div> 	(PHASE II) Assessment IEP Documents	<u>Associated Forms</u> <u>Form Name</u> IEP. Sect C-D: Language Acquisition, Goal Achievement - Pg.2 IEP. Sect E: Present Level of Performance - Pg.3
<div>Eligibility</div> 	(PHASE III) IEP Documents	<u>Associated Forms</u> <u>Form Name</u> IEP. Sect. F: Eligibility - Pg.4 (NEW) Specific Learning Disabilities Certification New Behavior Support Plan (Page 1) New Behavior Support Plan (Page 2) New Behavior Support Plan (Page 3) Emotional Disturbance Certification Form SLI Certification Form (NEW)
<div>Goals</div> 	(PHASE IV) IEP Documents	<u>Associated Forms</u> <u>Form Name</u> IEP. Sect. G: Annual Goals and Objectives - Pg.5 (NEW) Individual Transition Plan (NEW - Includes Page 1 - 3)
<div>Testing and Graduation</div> 	(PHASE V) Section K IEP Documents	<u>Associated Forms</u> <u>Form Name</u> IEP Section K (Template)
<div>Placements and Supports</div> 	(PHASE VI) IEP Documents	<u>Associated Forms</u> <u>Form Name</u> LRE Analysis FAPE Part 1 - Eligibility, Placements and Supports New Expulsion Page
<div>Services</div> 	(PHASE VII) Services IEP Documents	<u>Associated Forms</u> <u>Form Name</u> FAPE Part 2 - Summary of Services FAPE Summary Grid LAS Certification Form (NEW)
<div>Safeguards, Followup & Signature</div>	(PHASE VIII) IEP Documents	<u>Associated Forms</u> <u>Form Name</u> IEP. Sect. N: Procedural Safeguards and Follow-up Actions - Pg.9 (NEW) IEP. Sect. Q: Consent for Special Education - Pg.10 Data/Transportation Transfer Form (NEW)

AMENDMENT

Once active, an IEP cannot be unlocked. If there are additions or changes required on the active IEP an amendment is created. Below are the requirements and procedures in creating an amendment.

- An amended IEP cannot be used for a change in placement or eligibility.
- Once active the amendment IEP is a stand-alone IEP document and will be the active IEP.
- When an Amendment IEP is created, the document pages from the IEP being amended will automatically load except pages 1 and 10 (required documents).
- An IEP must be active and current and less than a year old
- Pages that are added or modified from an Amendment IEP will print with the watermark indicating the type of changes [Fig. 3]. These documents that display Document Added or Modified can be given to the parent. Do not accept a signed IEP with the watermark "**Worksheet Not an Official Document**". A copy of the IEP with this watermark can be given to the parent for review but only if requested.
- An Amendment IEP cannot be changed to any other IEP Type, for example, changing from an **Amendment** to a **Review- Annual**.

Create an amendment:

1. Click on the **IEP Event Listing** under **Record Navigator**
2. Click **NEW** [Fig.1]
3. Populate appropriate fields [Fig.2]
 - a. Select **Amendment** as the **Type of Action**
 - b. Select the IEP date
 - c. Enter management names as appropriate
 - d. **Save, OK, OK**
4. Continue with the required pages/screens:
 - a. Page 1 (Section A&B)
 - b. Page 10 (Section Q)
 - c. Page 11 (Section R)
 - d. IEP Meeting Screen
 - e. Participants' Page
5. Other pages as needed

CAUTION: When creating an amendment please be aware of the IEP you are amending. Verify the IEP is **ACTIVE** before creating the amendment; otherwise, the amendment will amend the previous IEP. If the IEP is in **PENDING** status, enter the parent signature date to make it **ACTIVE** before creating the amendment. Amendments amend the current **ACTIVE** IEP.

[Fig.1]

The screenshot shows a search criteria form with fields for IEP Event, IEP Status, and Active Between. Below the form is a table with columns: Action, Case Mgr, IEP ID, Meeting Date, Sign Date, Status, and Pmt. The first row shows 'Initial' action, 'Criselda Magat' as Case Mgr, '01-Jun-2012' as IEP ID, '01-Aug-2012' as Meeting Date, '01-Aug-2012' as Sign Date, 'Active' status, and a printer icon.

[Fig.2]

The screenshot shows the 'Special Education Wizard - Enter the information for this student' form. It includes fields for Type of Action (Amendment), Amendment to IEP Dated (01-AUG-2012), Administrator (001,ADMIN), Administrator/Designee, Manager, Other Access, Status (In Process), and Status Reason. There is also a checkbox for 'Was a request for assessment received?'.

[Fig.3]

The screenshot shows a portion of an IEP document with a large, diagonal watermark that reads 'Worksheet Not an Official Document'. The text 'INDIVIDUALIZED EDUCATION PROGRAM (IEP)' is visible at the top, and 'IEP Page 2 a b c of 7' is on the right.

The screenshot shows a portion of an IEP document with a large, diagonal watermark that reads 'Document Modified'. The text 'INDIVIDUALIZED EDUCATION PROGRAM (IEP)' is visible at the top, and 'IEP Page 2 a b' is on the right.

The screenshot shows a portion of an IEP document with a large, diagonal watermark that reads 'Document Added'. The text 'INDIVIDUALIZED EDUCATION PROGRAM (IEP)' is visible at the top, and 'IEP Page 2' is on the right.

FINAL

A Final IEP is selected only for a student graduating from high school or reaches the age of 22 during a school year. A final IEP is not to be held until 150 days from the last day of the school year or the last day of ESY if the student is eligible.

- Final IEP cannot be changed or removed in the IEP Management screen > IEP Status Reason field.
1. **CREATE: Review – (whichever IEP is due);** choose **Administrator** if different from default, **Save, OK, OK.**
 2. Go to **Eligibility – Phase II** and complete **Section F: Eligibility – Page 4 (NEW)** [Fig.1]
 - a. Save Page 4 immediately
 - b. Select the **Final IEP Reason**
 - c. Enter the **Effective Date**
 - d. Check off **This is a Final IEP...**
 - e. Click **OK** to the next three messages (this step will load all pages from your previous IEP except pages 1,9,10 and 11)
 - f. Select **Save/Close** (returns to the phases [flow chart])
 3. Go to **Management – Phase I**, click **IEP Meeting** [Fig.2]
 - a. Enter the **Date/Time Scheduled**
 - b. **Eligible for Special Education Services** will automatically be updated with **Eligible** once page 4 has been completed.
 - c. **Save**
 4. Select **IEP Documents** and create needed documents then follow steps below for page 1 [Fig.3]:
 - a. Select **Section A-B: Meeting and Student Information - Page 1**
 - b. Change the field **Review - Annual to be conducted by** to the same date as the **Date of Present Meeting**
 - c. **Save/Close**
 5. Select **IEP Management** [Fig.4]
 - a. Status should display **In Process**
 - b. **IEP Status Reason** should display: **Final IEP**
 - c. **Final IEP Reason** should match the reason on page 4
 - d. **Effective Date** should match the date on page 4
 - e. **Save**

[Fig.1]

[Fig.2]

[Fig.3]

[Fig.4]

The Welligent system will change the **Active** status to **Inactive** on or soon after the **Effective Date** is reached.

NO LONGER ELIGIBLE

If a student has been found to no longer require special education services the “No Longer Eligible” option is used. The IEP is always a Review.

1. CREATE: Review; choose an **Administrator** if different from default, **Save, OK, OK**
2. Go to **Management – Phase I**, click **IEP Meeting** [Fig.1]
 - Enter the **Date/Time Scheduled**
 - **Eligible for Special Education Services** will be automatically populated from page 4.
 - **Not Eligible** appears if the effective date is current based on the system date.
 - **Eligible** appears if the effective date is in the future based on the system date.
 - Select **Save**
 - Select **Close**
3. Go to **Eligibility – Phase II – IEP Documents** and complete **Section F: Eligibility – Page 4 (NEW)** [Fig.2]
 - Select **No Longer Eligible...** radio button
 - Enter the **No Longer Effective Date**
 - Complete form as needed, **Save**
 - Select **Close**
4. Go to **Management – Phase I**, click **IEP Documents** [Fig.3]
 - Select **Section A-B: Meeting and Student Information - Page 1**
 - Keep the date of the **Annual Review to be conducted by** the same as the Date of Present Meeting.
 - **Complete rest of form.**
5. Select **IEP Management** [Fig.4]
 - Status should display **In Process**
 - **IEP Status Reason** should display: **No Longer Eligible**
 - **Effective Date** should match the date on page 4
 - **Save**
6. Once the IEP has been locked status will display as follows:
 - **Inactive** and **Reason** will be displayed as **No Longer Eligible** if the effective date is current. [Fig.5]
 - **Active** and **Reason** will be displayed as **No Longer Eligible** if the effective date is in the future. (Welligent will change the Active status to **Inactive** after the **Effective Date** is reached.)

[Fig.1]

[Fig.2]

[Fig.3]

[Fig.4]

[Fig.5]

TRANSITION

Transition is when a student matriculates from one grade to another and in the process changes school location and/or change of placement. A transition is completed on FAPE Part 1 and if any Services are changing it is noted on the SERVICES page.

1. Create **NEW** Review – (*Whichever IEP is due*)
2. Open **In Process** Review
3. Go to **Management-Phase I > IEP Meeting**
 - a. Enter the **Date/Time Scheduled**
 - b. Make sure the **Eligible** button is selected
 - c. Select **Save**
 - d. Select **Close** (return to Phases [Flow Chart])
4. Go to **Eligibility – Phase II > IEP Documents** and complete **Section F: Eligibility – Page 4 (NEW)**. Complete as needed.
5. Go to **Goals – Phase IV > IEP Documents** and complete **Section G: Annual Goals – Page 5 (NEW)**. Complete as needed.
6. Go to **Placements and Supports- Phase VI > IEP Documents** complete **FAPE Part 1** [Fig.1]
7. Enter data as required under the column **Future Changes Related to this IEP** for transitions

Note: The **As to Date field** should reflect the start date for future changes.

8. Go to **Services- Phase VII > Services** [Fig.2]
 - a. If an existing service is displayed click the black/white service# to edit that particular service, otherwise, click ADD to create a new service.
9. Continue creating/populated all pages and screens to complete the IEP as needed.

SAMPLE ONLY

[Fig.1]

		Effective With this IEP	Future Changes Related to this IEP
As of Date:			13-AUG-2013
Eligibility: (from Page 4)	Final IEP Reason	Eligible (SLD)	
	Final IEP Effective Date:		
Curriculum		General Education	General Education
Placement	Type of School	District Resident School	District Resident School
	Name of School	LE CONTE MS	HOLLYWOOD SH
Instructional Setting	Setting	General Education	Special Education
	Program	GE	SLD
	Special Day Minutes/Wk		220
	Addresses Goals	(Reading),(Math),(Voc Ed)	(Reading),(Math),(Voc Ed)
Additional Factors	Low Incident Support	None	None
	Assistive Technology Support	No	No
	Transportation	Home to School	Home to School
	Extended School Year/Intersession	Yes <input type="radio"/> No <input type="radio"/>	
	ESV Transportation	No	

[Fig.2]

*Service:	Language/Speech
*Start Date:	Effective on Signature Date 13-AUG-2013
End Date:	18-JUN-2013
*Service Applies To:	Regular
*Frequency:	1
*Interval:	Weekly
*Minutes/Interval:	30
*Minutes/Interval Pullout from Gen Ed):	30
*Service Delivery Model:	Direct Service (By a Single Provider)
*Area:	School-Based
*Responsible Personnel:	Resource Specialist Teacher
Responsible Personnel:	

- **Effective With This IEP** column: In a transition of services, the **End Date** changes from the IEP anniversary date to the date when the services cease.
- **Future Changes Related To This IEP** column: lists the future transition service. The **Start Date** will be the beginning of the service while the **End Date** (an optional field) will be the IEP anniversary.

PARENT REVOKES CONSENT

Revoking consent involves the parent submitting a written request, signed and dated, requesting to stop all special education services for their child.

Do not convene a new IEP Meeting, instead follow the instructions below.

1. Open Active IEP
2. Go to **Management - Phase I**, select **IEP Management**
3. Enter the date the written request was received in the field called **Parent Revocation Request Date** [Fig.1]
4. Click the **Update** button
5. Scan and upload the written consent to the **Attached Documents** in the **IEP Management** screen [Fig.2]
6. Provide prior written notice, within (5) days informing the parent about the impact of the request. The form is called **Prior Written Notice Regarding Request to Revoke Consent for the Continued Provision of Special Education and Related Services**. Copy the document to the school's letterhead and have the administrator sign the first page.

Note: The date this form is completed and sent to the parent begins the fifteen (15) day timeline when all special education and related services will cease.
7. Send the completed two pages and a copy of **A Parent's Guide to Special Education Services (including Procedural Rights and Safeguards)** to the parent.
8. Enter the date of this form next to the field called **Prior Written Notice Sent Date** on the **IEP Management** screen [Fig.1]
9. Click the **Update** button.

[Fig. 1]

IEP Management

Type of IEP: Review Type of Review: Annual
IEP Status: Active IEP Status Reason: Full Service Effective Date:
Administrator: Admin,Admin1 Administrator/Designee:
IEP Case Manager: Other IEP Access(1): Florendo,Eunice
Other IEP Access(2):
Parental Revocation
Parental Revocation Request Date: 05-AUG-2013 Prior Written Notice Sent Date: 05-AUG-2013 Request Cancellation Date:
Update

[Fig.2]

Notifications, Messages and Attachments				Refresh
Item	Total	Description	Date	New
Forms/Referrals	0	Forms and Referrals for this individual	--	+
Lab Tests	0	Laboratory tests related to this encounter	--	+
Messages	0	Internal messages, reminders and alerts created in Welligent related to this encounter	--	+
Attached Documents	0	Electronic files attached to this event as related/considered documentation.	--	+

For more details refer to Bulletin 4680-0 Dated July 1, 2009

PARENT REVOKES CONSENT – CONT'D

10. Sixteen (16) days after the date of the **Parent Written Notice Sent Date** form was sent the Welligent system will change the **IEP Status** to **INACTIVE** and the **IEP Status Reason** to **PARENT REVOKED CONSENT** [Fig.3]

[Fig.3]

The screenshot shows the 'IEP Management' form. The 'Type of IEP' is set to 'Review' and 'Type of Review' is 'Annual'. The 'IEP Status' is set to 'Inactive' and the 'IEP Status Reason' is 'Parent Refused Service'. The 'Effective Date' is blank. The 'Administrator' is 'Admin,Admin1' and the 'Administrator/Designee' is blank. The 'IEP Case Manager' is blank and the 'Other IEP Access(1)' is 'Florendo,Eunice'. The 'Other IEP Access(2)' is blank. The 'Parental Revocation' section shows 'Parental Revocation Request Date' as '05-AUG-2013', 'Prior Written Notice Sent Date' as '05-AUG-2013', and 'Request Cancellation Date' is blank. An 'Update' button is visible.

11. If, within the fifteen (15) day time period, the parent decides to rescind their request for revocation of special education services, the school site administrator/designee must immediately enter the date in the Welligent IEP Management Screen in the field called **Request Cancellation Date**. This stops the automatic inactivation of the student's IEP. The IEP Status will remain as **ACTIVE** and the **IEP Status Reason** will remain as **FULL SERVICES** [Fig.4]

[Fig.4]

The screenshot shows the 'IEP Management' form. The 'Type of IEP' is set to 'Review' and 'Type of Review' is 'Annual'. The 'IEP Status' is set to 'Inactive' and the 'IEP Status Reason' is 'Parent Refused Service'. The 'Effective Date' is blank. The 'Administrator' is 'Admin,Admin1' and the 'Administrator/Designee' is blank. The 'IEP Case Manager' is blank and the 'Other IEP Access(1)' is 'Florendo,Eunice'. The 'Other IEP Access(2)' is blank. The 'Parental Revocation' section shows 'Parental Revocation Request Date' as '05-AUG-2013', 'Prior Written Notice Sent Date' as '05-AUG-2013', and 'Request Cancellation Date' is '13-AUG-2013'. An 'Update' button is visible.

Note: DO NOT use the **Request Cancellation Date** field for any other purpose. This field remains blank except when a parent rescinds the request to revoke consent.



LOCKING



There are two stages of locking an IEP.

STAGE ONE: The field called *Date of IEP Meeting* on the IEP Meeting screen will lock (🔒) your documents from being modified with the exception of the Goals (Pg. 5), the Consent Page (Pg. 10) and Management screens. As soon as the IEP meeting is over, enter the meeting date in the *Date of IEP Meeting* field along with the time and your IEP will automatically be in a *Pending* status allowing you to print the IEP for the parent/guardian to sign. The parent should receive a *clean* copy.

STAGE TWO: The field called *Parent Signature Date* is entered on the IEP Meeting screen. This will then lock page 10 and the Management screens. Prior to entering this date the parent/guardian's consent and concerns should be saved to page 10 and any necessary meeting notes should be entered on the IEP Meeting screen. Once the parent signature date is entered the *eligible* IEP will automatically become *Active*.




Remember, the IEP does not appear on reports nor will it update your timelines or LAUSD Student Information System until the *Parent Signature Date* is entered and the IEP is *Active*. It is very important for Managers to monitor their *Pending IEPs* on their *My IEP Summary* screen and get parent signatures.

PREPARATION TO LOCK AN IEP

	Screen	Instruction	Example																								
1	IEP Meeting	Make sure the Meeting Status is set to Scheduled and click Save . It must be in Scheduled mode to fix any errors.	<div>Meeting Status: <div>Scheduled</div></div>																								
2	IEP Documents/ Yellow Triangle	<p>Click the Yellow Triangle located under IEP Documents.</p> <ul style="list-style-type: none">Complete any missing forms that are requiredComplete any forms not meeting conditional requirementsCorrect forms with errors	<div><div><div></div><div>This formset contains errors that will prevent this IEP from being made active. Click the icon on the left to view these errors or click here to generate a printable version of the errors.</div></div><div><div>Message from webpage</div><div><div><div></div><div>This formset contains the following errors:</div></div><div>Missing forms that are required for this IEP:<ul style="list-style-type: none">- IEP, Sect E: Present Level of Performance - Pg.3- IEP, Sect. R: Procedural Safeguards and Follow-up Actions - Pg.9 (NEW)- IEP, Sect. Q: Consent for Special Education - Pg.10- IEP, Sect. R: Names and Signatures - Pg.11</div><div>Forms with errors that must be corrected:<ul style="list-style-type: none">- IEP, Sect A-B: Meeting and Student Information - Pg.1</div><div>Forms not meeting conditional requirements:<ul style="list-style-type: none">- You must complete at least one of the three notification lines at the bottom of the Notification to Participate in an IEP Meeting (English or Spanish) letter.</div><div>OK</div></div></div></div>																								
SAMPLE #1	IEP Documents	<p>Pages with a “red yes” have errors and must be cleared before the IEP can be locked. Go to each Phase and clear all red yes’s.</p> <ul style="list-style-type: none">Open the document with error, click “SAVE” to view the error description.	<table><thead><tr><th>Document</th><th>CheckIn/OutStatus</th><th>Created By</th><th>Date Modified</th><th>Modified By</th><th>Errors</th></tr></thead><tbody><tr><td>IEP, Sect A-B: Meeting and Student Information - Pg.1</td><td>Available</td><td>In Progress</td><td>Jennifer Cook</td><td>09-Aug-2013</td><td>Jennifer Cook</td><td>YES</td></tr><tr><td>IEP, Sect. R: Names and Signatures - Pg.11</td><td>Available</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Document	CheckIn/OutStatus	Created By	Date Modified	Modified By	Errors	IEP, Sect A-B: Meeting and Student Information - Pg.1	Available	In Progress	Jennifer Cook	09-Aug-2013	Jennifer Cook	YES	IEP, Sect. R: Names and Signatures - Pg.11	Available									
Document	CheckIn/OutStatus	Created By	Date Modified	Modified By	Errors																						
IEP, Sect A-B: Meeting and Student Information - Pg.1	Available	In Progress	Jennifer Cook	09-Aug-2013	Jennifer Cook	YES																					
IEP, Sect. R: Names and Signatures - Pg.11	Available																										
SAMPLE #2	Participants	Mark <u>ALL</u> Participants who attended and leave the time blank.	<table><thead><tr><th>Participant Name</th><th>Status</th><th>Confirmed</th><th>Attended</th><th>From</th></tr></thead><tbody><tr><td>SAMPLE SAMPLE</td><td>Active</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="text"/></td></tr></tbody></table>	Participant Name	Status	Confirmed	Attended	From	SAMPLE SAMPLE	Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>														
Participant Name	Status	Confirmed	Attended	From																							
SAMPLE SAMPLE	Active	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>																							
SAMPLE #3	If the IEP has Assessments - Select the <i>Assessment Areas Tab</i>	If the Assessment Plan has been consented to, the Assessment Areas must be created and assigned to assessors. Verify that the Status column shows “Completed” for all assessments.	<div><div>Assessment</div><div><div>Request</div><div>Assessment Areas</div><div>Parent Consent</div><div>Timelines</div></div><div><div>Assessments</div><div><table><thead><tr><th>Assessment Category</th><th>Assessment Areas</th><th>Assessor</th><th>Date Assigned</th><th>Date Completed</th><th>Status</th></tr></thead><tbody><tr><td><input type="checkbox"/> Initial IEP Assessment</td><td>Health and Development, including Vision and Hearing</td><td>Rachel Abbott</td><td></td><td>09-Aug-2013</td><td>Completed</td></tr><tr><td><input type="checkbox"/> Initial IEP Assessment</td><td>General Ability, Motor Abilities, Social-Emotional Status</td><td>Michelle Annensen</td><td></td><td>09-Aug-2013</td><td>Completed</td></tr><tr><td><input type="checkbox"/> Initial IEP Assessment</td><td>Academic Performance</td><td>Danielle Adams</td><td></td><td>09-Aug-2013</td><td>Completed</td></tr></tbody></table></div><div><div>New Assessment(s)</div><div>Refresh List</div></div></div></div>	Assessment Category	Assessment Areas	Assessor	Date Assigned	Date Completed	Status	<input type="checkbox"/> Initial IEP Assessment	Health and Development, including Vision and Hearing	Rachel Abbott		09-Aug-2013	Completed	<input type="checkbox"/> Initial IEP Assessment	General Ability, Motor Abilities, Social-Emotional Status	Michelle Annensen		09-Aug-2013	Completed	<input type="checkbox"/> Initial IEP Assessment	Academic Performance	Danielle Adams		09-Aug-2013	Completed
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<input type="checkbox"/> Initial IEP Assessment	Academic Performance	Danielle Adams		09-Aug-2013	Completed																						
SAMPLE #4	Management Screen	On the Meeting Notification indicate the parent’s response on the “For Office Use Only” section.	<div><div>Notifications, Messages and Attachments</div><div><table><thead><tr><th>Item</th><th>Total</th><th>Description</th></tr></thead><tbody><tr><td><input type="checkbox"/> Notifications/Referrals</td><td>3</td><td>Notifications and Referrals made for this individual</td></tr></tbody></table></div></div>	Item	Total	Description	<input type="checkbox"/> Notifications/Referrals	3	Notifications and Referrals made for this individual																		
Item	Total	Description																									
<input type="checkbox"/> Notifications/Referrals	3	Notifications and Referrals made for this individual																									

LOCKING – CONT'D

While the Meeting Status is Marked as COMPLETED

	Screen	Instruction	Example
3	IEP Meeting	Change the Meeting Status to 'Completed.'	Meeting Status: Completed ▾
4	IEP Meeting 1 st Stage of Locking	Enter Date of IEP Meeting <u>Must</u> match the Date Scheduled, <u>even</u> if reconvened), Time Started, Time Ended, and <i>Save</i> . The time will then populate the Participants screen and remove the "Worksheet" watermark from the documents so it can be printed for parent/guardian to sign.	Date of IEP Meeting (If recessed, use date IEP meeting started): <input type="text"/> Time Started: <input type="text"/> (Ex. 04:15pm) Time Ended: <input type="text"/> (Ex. 04:15pm)
5	IEP Meeting	After parent signs. Update page 10 with parent's consent and comments.	<div> <div>  IEP, Sect. Q: Consent for Special Education - Pg.10 </div> <div>Available</div> <div>Completed</div> </div>
6	IEP Meeting 2 nd Stage of Locking	Enter Parent Signature Date and Save.	Parent Signature Date: <input type="text"/>