

Parent Participation at IEP Team Meetings

The LEA must take steps to ensure that one or both of the parents of a child with a disability are present at each IEP Team meeting or are afforded the opportunity to participate by:

- Notifying* parents of the meeting ten school days prior to the meeting to ensure that they will have an opportunity to attend (the parent may agree to waive the ten day notice requirement in order to expedite the IEP Team Meeting).
- Scheduling the meeting at a mutually agreed on time and place

*The notice must indicate the purpose, time and location of the meeting and who will be in attendance.

Other methods to ensure parent participation

If neither parent can attend an IEP Team meeting, the LEA must use other methods to ensure parent participation, including individual or conference calls

Conducting and IEP meeting without a parent in attendance

A meeting may be conducted without a parent in attendance if the LEA is unable to convince the parents that they should attend. The LEA must have a record of its attempts to arrange a mutually agreed on time and place, such as detailed records of telephone calls made or attempted and the results of those calls, copies of correspondence sent to the parents and any responses received and detailed records of visits made to the parent's home or place of employment and the results of those visits.

Use of interpreters

The LEA must take whatever action is necessary to ensure that the parent understands the proceedings of the IEP Team meetings, including arranging for an interpreter for parents with deafness or whose native language is other than English.

Parent copy of child's IEP

The LEA must give the parent a copy of the child's IEP at no cost to the parent and not later than ten calendar days after and IEP has been developed for the child and after the receipt of a request for a copy of the IEP.

(Section 300.322 of *RI Island Regulations Governing the Education of Children with Disabilities*)