



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Division of Elementary, Secondary and Specialized Education

January 2016

Compliance Tip #1: IEP Meeting Attendance

Results from a recent nonpublic school desktop student file review revealed an overall noncompliance rate of 26 percent for monitoring tool items related to local education agency (LEA) participation at students' individualized education program (IEP) meetings. The specific tool items examined whether a representative of the student's LEA (1) attended the IEP meeting and (2) signed the IEP. In the majority of the noncompliance identified, an LEA representative attended the meeting by phone but did not sign the IEP.

In order to demonstrate compliant practice, **signatures are required of all IEP team members present at the meeting, either in person or by phone.** For IEP team members who cannot physically attend the meeting (i.e., participation by phone or webcam), a copy of the IEP should be signed directly after the meeting and subsequently uploaded to the student's educational record (i.e., EasyIEP/SEDS). It is also permissible to have multiple signature pages or signed IEPs to reflect all IEP team members' participation.

For further information, please consult the following resources:

- [Individualized Education Program Process Policy \(Page 3-5\)](#)
- [Part B Initial Evaluation and Reevaluation Policy \(Page 19\)](#)
- [OSSE Part B Student Compliance Monitoring Tool SY2015-16 Resource List](#)

Schools should contact OSSE Nonpublic Monitoring Unit with questions pertaining to any information contained in this document.

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