



## Description of Issue:

When the CCC Team Creates a final IEP for parents to review the proposed IEP appears in the student's documents page and the Proposed IEP event appears in Student History. The IEP does not appear at the bottom of the Create IEP page. More importantly there are no options to record a parent response.


? [Create Draft IEP](#) ? [Create Final IEP](#)

 Remember to have parent/guardian complete the required annual parent survey immediately after the annual case conference committee meeting. The link to the survey is <http://form.jotformpro.com/form/42805655713962>

**Parent Receipt of Proposed IEP Document**

 Instructions: Please indicate the date the parent received a copy of the proposed IEP document (actual or best estimate). This date will be the basis for the 10 day timeline for the system to auto-accept the IEP if a parent response is not recorded.

Date Parent Received Proposed IEP Document: 04/08/2022 [Remove Date](#)

 Instruction - Please ensure that the parent/guardian has signed the IEP prior to entering the parent response. If you know the status of the Parent/Guardian's response to the proposed IEP, click on the 'Response' button and complete all fields.

| Date Generated | Document Type | Status | EasyFax | Date Received |
|----------------|---------------|--------|---------|---------------|
|                |               |        |         |               |

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The display of the final IEP and parent response options is tied to the Parent/Guardian Information for the student. In this case, the Include on IEP Team was not checked when the parent/guardian information was entered. The most common occurrences of this issue are when the student has previously had a 504 plan and special education placement is being considered. The Include on IEP Team is unchecked when the 504 plan is developed.

## Edit Parent/Guardian Information

John Elementary IEPRC

|                        |  |
|------------------------|--|
| Full Name:             | <input type="text" value="Bob and Sue IEPRC"/> *   |
| Relationship:          | <input type="text" value="Both Parents"/> *  |
| Language:              | <input type="text" value=""/> ?  |
| Address:               | <input type="text" value="7916 N. Zionsville Road"/> ?   |
| City, State, Zip Code: | <input type="text" value="Indianapolis"/> ? <input type="text" value="IN"/> ? <input type="text" value="46268"/> ? |
| Home Phone:            | <input type="text" value="000-000-0000"/> ? <input type="text" value=""/> <input type="text" value=""/>            |
| Home Fax:              | <input type="text" value=""/> ?  |
|                        | <input checked="" type="checkbox"/> Student Lives Here ?   |
|                        | <input checked="" type="checkbox"/> Legal Guardian ?   |
|                        | <input type="checkbox"/> Has Separate Mailing Address  |
|                        | <input type="checkbox"/> Include on IEP Team ?   |
|                        | <input type="checkbox"/> Include on LEP Team   |

Issue Resolution:

To correct this issue, the first step is to click Parent Info under Student Data. Click Details for the parent/guardian entry.

| Del ?                    | Pos | New Pos ?                | Name *            | Relation ?   | Home Ph ?    | Work Ph ?    | Cell Ph ? |                         |
|--------------------------|-----|--------------------------|-------------------|--------------|--------------|--------------|-----------|-------------------------|
| <input type="checkbox"/> |     | <input type="checkbox"/> | Bob and Sue IEPRC | Both Parents | 000-000-0000 | 000-000-0000 |           | <a href="#">Details</a> |

Update the Database ?

Add New Parent/Guardian ? Associate with Existing Parent/Guardian

View Parent Actions

On the Edit Parent/Guardian Information screen check the box next to Include on IEP Team.


### Edit Parent/Guardian Information

John Elementary IEPRC


|                        |   |
|------------------------|---|
| Full Name:             | Bob and Sue IEPRC *                                       |
| Relationship:          | Both Parents *  |
| Language:              | ?   |
| Address:               | 7916 N. Zionsville Road ?                                 |
| City, State, Zip Code: | Indianapolis ? IN ? 46268 ?                               |
| Home Phone:            | 000-000-0000 ?  |
| Home Fax:              | ?   |
|                        | <input checked="" type="checkbox"/> Student Lives Here ?  |
|                        | <input checked="" type="checkbox"/> Legal Guardian ?      |
|                        | <input type="checkbox"/> Has Separate Mailing Address     |
|                        | <input checked="" type="checkbox"/> Include on IEP Team ? |
|                        | <input type="checkbox"/> Include on LEP Team              |


Click Update the Database and return to the Create IEP page under Special Education and the IEP Process. There the CCC Team will have to create a new final IEP. This time the Final Proposed IEP will appear on the Create IEP page with the parent response button.


[?](#) [Create Draft IEP](#) [?](#) [Create Final IEP](#)

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| Date Generated | Document Type | Status                   | EasyFax | Date Received |
|----------------|---------------|--------------------------|---------|---------------|
| 04/08/2022     | IEP           | <a href="#">Response</a> |         |               |