

Notice of Conference Q & A's

Question: How many days in advance should a parent be contacted prior to a conference?

Answer: 14

Question: How many notices are required for every conference?

Answer: 2

Question: Do you have to wait 14 days to hold a conference if the parent requests to meet sooner?

Answer: No

Question: Can the LEA propose to meet sooner than 14 days if parent is in agreement?

Answer: Yes

Question: If your first notice is verbal, is voice mail an allowable method?

Answer: No

Question: Can the first notice for a referral conference be verbal?

Answer: No

Question: Does the parent get a copy of the Contact Log?

Answer: No

Question: Can both notices be verbal?

Answer: No

Question: Can both notices be written?

Answer: Yes

Question: Does a verbal notice have to include all of the components of a written notice?

Answer: Yes

Question: What type of documentation is required to show the district tried to ensure parent participation by offering alternate means?

Answer: The notice includes that information; nothing further is required. A verbal notice has to include all of the components of a written notice, so when providing verbal notice, you must inform the parent that alternate means of participation are available.

Question: Under what circumstances would the Contact Log be reviewed during a monitoring visit?

Answer: If the parent did not attend the meeting and/or if a timeline such as the 30-day timeline for the Evaluation Programming Conference was not met

Question: Will an electronic version of the flowchart be available to districts?

Answer: Yes, it has been posted on the website.

Question: Can the LEA propose less than 14 days for a special purpose conference (e.g., failing grades, manifestation determination, etc.)?

Answer: There is an exception for manifestation determinations and other conferences related to disciplinary actions. Other conferences can always be arranged more quickly if the parent agrees.

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Question: The district is required to hold a manifestation conference within 10 school days of the decision to change a student's placement (suspend a student for more than 10 consecutive days or a series of removals that constitute a pattern). Since it would not be possible to provide 14 days notice in this case, what should the procedure be if the parents are not agreeable to meet sooner?

Answer: Fourteen days notice is not required for manifestation conferences. You do need to provide at least two notices (one must be written) and document your efforts to ensure parental participation on the Contact Log. As always, try to arrange a mutually agreeable time, date and location.

Question: Can you still do a seven-day notice for a referral conference?

Answer: Fourteen days notice is required unless the LEA and parent agree to meet earlier. As always, try to arrange a mutually agreeable time, date and location.

Question: What if a parent has no phone to contact the LEA regarding their intent to attend the conference?

Answer: In that case, notifying the parents of the conference by phone would not be an option for the LEA. If there is no response from the parent after written notification, follow the procedures outlined on the Contact Log and accompanying flow chart.

Question: If notice has been provided to the parent for an Evaluation Programming Conference 14 days in advance of the conference date and the parent calls and says they can't attend, but requests to meet a week later (resulting in having the conference more than 30 days after the last date of testing), will the district be found out of compliance for missing the timeline? If the parent does not show up for the conference even after requesting the change, does that impact the LEA's compliance with the missed timeline?

Answer: The LEA will not be cited for noncompliance during monitoring for missing the 30-day timeline in this circumstance as long as the events are documented on the Contact Log.

Question: Can we continue to ask the parent to sign the Conference Notice Enclosure form for documentation?

Answer: You may do more (Conference Notice Enclosure, Ages 3-21 form with the words "Required Form" removed), but documentation on the Contact Log is all the documentation you will need for monitoring purposes.

Question: What do we check on the Notice of Conference for "purpose of the meeting" for the Annual Review?

Answer: Review/Revise the IEP

Question: What do we mark on the Contact Log if the first notice was written and second notice is verbal, and the parent requests to meet sooner than 14 days? Are we are to document that on right hand side of Contact Log?

Answer: If the parent tells you they want to meet sooner than fourteen days after the first written notice, mark "written" in the first column and "cannot attend, please reschedule". Then record the mutually agreed upon conference date and time on the line provided. Follow up with the second verbal notice and mark "verbal" in the second column.

If the parent doesn't respond after the first written notice, and they tell you after the second verbal notice that they want to meet sooner, mark "written" in the first column and "no response" and

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“verbal” in the second column and “cannot attend, please reschedule”. Then record the mutually agreed upon time and date on the line provided.

Question: When are we required to provide a third notice?

Answer: If after the second notice the parent lets you know that they cannot attend and asks to reschedule, you will need to provide a third notice which can be verbal.

Question: How do we document a third contact as indicated on flow chart?

Answer: On the Contact Log (in the second column), mark “cannot attend, please reschedule” and record the mutually agreed upon time and date on the line provided.

Question: Why is Annual Review not listed under the purpose for meeting?

Answer: The Annual Review is considered an IEP Meeting.

Question: If the district attendees change, do you have to send out an amended notice to keep from having to go through the excusal process? If so, could we change the word "will attend" to "may attend" in order to avoid that?

Answer: You are only required to go through the excusal process if there is no one to fill the role of one of the required participants. If you are switching out an attendee, make sure you document on the IEP signature page the role that attendee is filling. The crucial issue is that someone is representing each of the required attendee roles, and the parent is aware of the role each team member is serving. It would be best practice to notify the parent prior to the meeting of the substitution (if possible) or at the beginning of the meeting, but an amended notice is not required.

Question: The form indicates that the "individual to interpret instructional implications of evaluation results" is a required participant. This would imply that they would be required at all conferences. Could we add something to the form that clarifies that those individuals are only required in conferences when assessment/evaluation results are being reviewed?

Answer: This is a required attendee for all meetings that involve the development, review or revision of the IEP, not just when evaluation results are being reviewed. Please reference 8.05.1E in the Arkansas Special Education and Related Services Procedural Requirements and Program Standards and CFR 300.321 IEP Team (A) (5). Keep in mind this role can be filled by another member of the IEP Team if appropriate. If a person is filling more than one role, the person's name should be listed by both roles on the Notice of Conference form so the parent is aware of who is filling each role.

Question: If the written notice is sent via email, must the email be a scanned or is an electronic copy of the actual notice form required?

Answer: The email must include an electronic copy of the actual notice form. Keep in mind that email is only an option if the parent elects to receive notice by email, and if the agency makes such an option available. There is no requirement that the agency keep documentation that the parent elected to use email, so that would be left to the agency's discretion.

Question: On the Contact Log under written notices, would it be appropriate to write "sent home via student" or "given to parent" in the blank for "other"?

Answer: “Given to the parent” would be appropriate. “Sent home via the student” would never be acceptable for the first notice.