

Six

reminders or enhancements for Bend-La Pine IEP paperwork



Parents are now added to Outlook Calendar invites.

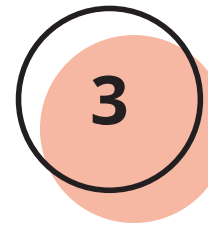


Meeting invites from Records Clerks now include parent or guardian and include an attached PDF of the official notice and parental rights. For communication about the meeting, use the "Email Organizer" option and avoid "reply all" to prevent including everyone in the message, *which includes the parent or guardian.*



Inclusion EA's on Teams

To automatically invite EAs and provide them with the IEP Input Form, add them to the student's team in Synergy. Team members will be automatically invited to meetings and receive the Input Form.

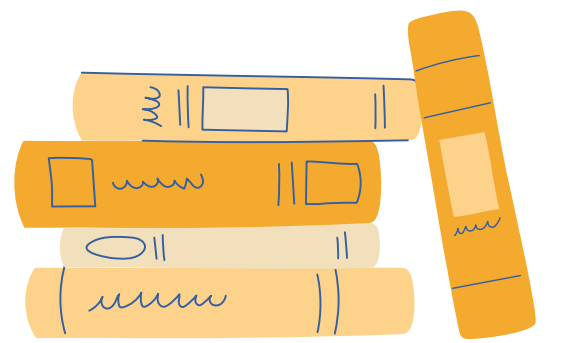


District IEP Input Form

We have a new [IEP input form](#) to gather feedback from parents and staff members before meetings.

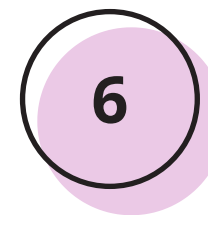
A link to complete is provided in Outlook invites for all scheduled IEP meetings.

Link to review responses [{HERE}](#)



Microsoft Bookings

Virtual evaluation planning meetings can be scheduled with records clerks who will help prepare evaluation documents, transcribe team input, and collect signatures. Book [{HERE}](#)



In-State Transfer IEP

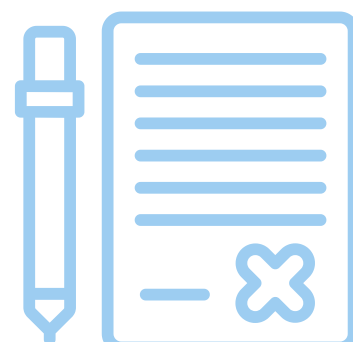
An IEP meeting is necessary to decide if the in-state IEP can be implemented as written. A finalized meeting request is required in order for a records clerk to finalize the contents in transfer IEP process.



Waiver Process

Waivers are now included in Synergy's reevaluation process to streamline procedures. After the evaluation planning meeting, the Case Manager should email Records Clerks for assistance with:

- Document review
- Signature collection
- Copying past eligibility statements
- Uploading reports
- Drafting the eligibility summary



Records Clerks will prepare the necessary documents and notify the Case Manager, who will then update them with the meeting date and participant names.

