

INVITING PARTICIPATING AGENCIES CLARIFICATION

MDE DECEMBER 2017

Kent ISD – PowerSchool Special Education Guidance

B13 Item #	Requirement	Yes	No	N/A
3	Is there evidence that, if appropriate, a representative of any participating agency [that is likely to be responsible for providing or paying for transition services] was invited prior to the IEP Team meeting?			

The MDE December 2017 memo indicates what constitutes an “invitation”

- A. A separate letter of invitation with the agency’s representative listed in the “salutation”

or

- B. The representative from the agency is listed in the “salutation” on the letter of invitation to the student and/or parent

or

- C. Copy of an email invitation that includes the date when the email was sent, the date and time of the meeting, the purpose of the meeting, location of the meeting, and who’s IEP meeting it is

or

- D. A written log of when a verbal invitation occurred that includes the date of the verbal invitation and who made the contact to the representative of the agency.

Recommendations to demonstrate compliance on a go forward basis as of February 2018

A/B. **Method Invitation:**

PowerSchool SE *Invitation To Attend a Meeting* document has been updated with a Community Agency Representative participate field. When staff enter a name into this field, click Save Continue, then the agency Representative name will automatically flow to the salutation above. Adding the agency representative will be compliant with options A/B.

Example:

The screenshot shows a form with a green 'Save, Continue Editing' button. Below it, the 'Community Agency Representative' field is filled with 'Sally Agent (MRS)'. A blue arrow points to the right, where the 'Dear' field is populated with 'Dear (Include?) Milo Transition (Include?), , Sally Agent (MRS)'. Red circles highlight the representative name in both fields.

C. **Method Email:** in PowerSchool SE upload the email and in the *Invitation contact log*, document email invite

	Date of Contact	Method of Contact	Result of Contact	Who made the Contact
✕ Contact:	01/01/2018	Mail	Invitation and a copy of the annual Procedural Safeguards were sent to the parent/guardian.	123456789 (Sample,Ms) (ID) lookup / non-lookup
➔ ✕ Contact:	01/01/2018	Email	Emailed Joe Agent the invitation IEP team meeting	123456789 (Sample,Ms) (ID) lookup / non-lookup

or

D. **Method Verbal Invite:** in the *Invitation contact log*, document the phone or in person invite

	Date of Contact	Method of Contact	Result of Contact	Who made the Contact
✕ Contact:	01/01/2018	Mail	Invitation and a copy of the annual Procedural Safeguards were sent to the parent/guardian.	123456789 (Sample,Ms) (ID) lookup / non-lookup
➔ ✕ Contact:	01/01/2018	In Person	Met with Joe Agent and invited him to the IEP team meeting	123456789 (Sample,Ms) (ID) lookup / non-lookup