

IEP SECTION 10 Notices and Participants Tip Sheet

This is a brief overview of IEP section 10 notices. Included in this information are annual notices regarding: Extended School Year, Placement, Free and Appropriate Public Education, Items Considered, Understandable Language, and Service Provider Notice.

Each section is an important component of our offer of FAPE.

Be sure to review each section with the parents during the IEP meetings.

- **Extended School Year** –ESY is provided to a child when the IEP team determines that without it, the educational program would be of little or no benefit due to lack of services between school years. Data on regression and length of time for recoupment of skills is used to determine eligibility for ESY. Determination is reviewed annually and appropriate box is marked.
- **Placement Review** - Placement is determined by the services that have been previously discussed in the IEP process and deemed necessary for a FAPE. Appropriate box for the current IEP is marked.
- **Written Prior Notice for Free Appropriate Public Education.** – This document is the IEP team’s determination of a Free and Appropriate Education for this child
- **Items Considered/Reasons Refused** – Any options that were requested by any IEP team member, but refused are documented here. If no items were refused appropriate box is marked.
- **Procedural Safeguards** – This statement reiterates that the parent/guardian have been offered a copy of the Procedural Safeguards and Annual Notification and that their signature acknowledges this.
- **Notice in Understandable Language** – All parent/guardians will receive a written prior notice in their native language or mode of communication for any actions taken by the team. If this information has been translated orally to the parents, parents acknowledge the translation and verify to the translator their understanding of the written notice. Appropriate box is marked.
- **IEP Team Participants** – All individuals attending the meeting sign the IEP. Signing the IEP does not indicate agreement, it indicates attendance. If any individual chooses not to sign, reasons can be addressed in the comments section (this may be in addition to documentation in the Items Considered/Reasons Refused section). Each teacher and provider for the student will be informed of services and goals as well as accommodation, modification, and supports that are included in this IEP to provide a Free and Appropriate Education.
- **IEP Team Members Excusal** – Mandatory team members include the Parent/Guardian, LEA Representative, General Education Teacher, Special Education Teacher, and any individual necessary to interpret test results. If one of these individuals cannot be present, than prior to the meeting, A) the parent and LEA consent to the excusal in writing and B) the excused member provides written input to the parent and the IEP team. This should also be documented in the IEP Meeting notes.
- **Review Previous Year’s IEP** – For any IEP other than the initial, the IEP team must review the previous IEP and mark the box indicating that they have done so.