

## Written Agreements between the Parent and the District

Student Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Student ID # \_\_\_\_\_

Attending School \_\_\_\_\_ Case Manager \_\_\_\_\_

The authorized District staff has explained to the Parent that he or she is not required to enter into any of these agreements.

\_\_\_\_\_  
Authorized District Staff – Print Name

\_\_\_\_\_  
Date

### 1. THREE YEAR RE-EVALUATION

- The District and the Parent agree that the District will not conduct a three-year re-evaluation which is due on: \_\_\_\_\_.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized District Staff Signature

\_\_\_\_\_  
Date

Note: *Prior Notice about Evaluation/Consent for Evaluation* is not required.

### 2. IEP TEAM ATTENDANCE NOT REQUIRED

#### A. CONTENT AREA OF EXCUSED MEMBER NOT DISCUSSED AT MEETING

- The District and the Parent agree that the following member(s) of the IEP team are not required to attend the IEP meeting on \_\_\_\_\_, in whole or in part, because the member's area of the curriculum or related service is not being modified or discussed in the meeting. *List name(s) of member(s):*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized District Staff Signature

\_\_\_\_\_  
Date

#### B. CONTENT AREA OF EXCUSED MEMBER DISCUSSED AT MEETING

- The District and the Parent agree that the following member(s) of the IEP team may be excused from attending the IEP meeting on \_\_\_\_\_, in whole or in part, when the meeting involves a modification to or discussion of the member's area of the curriculum or related services, if the member submits in writing to the team input into the IEP before the meeting. *List name(s) of member(s)*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized District Staff Signature

\_\_\_\_\_  
Date

**3. REVISIONS TO IEP OTHER THAN AT ANNUAL IEP MEETING**

- The District and the Parent agree that an IEP meeting is not necessary to revise the student's IEP between annual IEP meetings. Date IEP revised: \_\_\_\_\_.
  - The IEP revision must be written on the student's IEP and dated. If new IEP pages are required, these pages must be stapled to the IEP, a complete copy filed with the student's education records, and a copy given to the parent upon request.
  - The District must give the Parent *Prior Notice of Special Education Action* describing the IEP change.

\_\_\_\_\_  
Parent Signature                      Date                      Authorized District Staff Signature                      Date

**4. COMPLETION OF EVALUATION OF TRANSFER STUDENT**

- The 60 school day evaluation timeline for completing evaluations does not apply if:
  - A school district initiates an evaluation or re-evaluation of the student and the student moves to another school district before the evaluation or re-evaluation has been completed;
  - The new district is promptly seeking information from the previous district and promptly completing the evaluation; and
  - The new district and the Parent agree that the evaluation will be completed by a specific date.

The District and the Parent agree that the evaluation will be completed by \_\_\_\_\_. (mm/dd/yy)

\_\_\_\_\_  
Parent Signature                      Date                      Authorized District Staff Signature                      Date

**5. COMPLETION OF EVALUATION (Specific Learning Disability)**

- The student is being evaluated for eligibility in the area of specific learning disabilities. The parent and other members of the eligibility team agree that more time is needed to complete the evaluation. The evaluation will be completed by \_\_\_\_\_. (mm/dd/yy)

\_\_\_\_\_  
Parent Signature                      Date                      Authorized District Staff Signature                      Date

<input type="checkbox"/> A copy of this document has been given to the parent(s).	
 _____ Authorized District Staff – Print Name	 _____ Date

## Written Agreements between the Parent and the District

### This form is used to:

- Document new provisions for written agreements between parents and districts in IDEA 2004, and document that staff have explained that the agreement is voluntary;
- Document parent and district agreement that the district will not conduct a three-year re-evaluation, which is permitted by IDEA 2004, 20 USC § 1414(a)(2)(B)(ii); 34 CFR 300.303; OAR 581-015-2105;
- Document parent and district agreement that specific members of the IEP team are not required to attend a specific IEP meeting, in whole or in part, because the member's area of curriculum or related service is not being modified or discussed at the meeting, as permitted by IDEA 2004, 20 USC § 1414(d)(1)(C)(i); 34 CFR 300.321; OAR 581-015-2210;
- Document parent and district informed consent to excuse the specific member(s) of the IEP team from attending an IEP meeting, in whole or in part, when the meeting involves a modification to or discussion of the member's area of curriculum or related service if the member submits in writing to the parent and other members of the IEP team input into the IEP before the meeting, as permitted by IDEA 2004, 20 USC § 1414(d)(1)(C)(ii), 34 CFR 300.321; OAR 581-015-2210;
- Document parent and district agreement that an IEP meeting is not necessary to revise the student's IEP between annual IEP meetings, as permitted by IDEA 2004, 20 USC § 1414(d)(3)(D); 34 CFR 300.324; OAR 581-015-2225;
- For students who move from one school district to another school district in the middle of an evaluation, document parent and district agreement on a time for completion of the evaluation, as permitted by IDEA 2004, 20 USC § 1414(a)(1)(C)(ii); 34 CFR 300.323; OAR 581-015-2230;
- For students evaluated for a specific learning disability, document parent and district agreement to extend time for completion of evaluation. 34 CFR 300.309; OAR 581-015-2110; and
- Document that parents have been given a copy of this completed form.

### Directions:

1. Enter student's name, birth date, student ID#, attending school and case manager.
2. The district staff person who is authorized to enter into a written agreement with the parent explains to the parent that the agreement is voluntary. Write in the authorized staff person's name and the date this information is provided to the parent.
3. This form includes several different types of agreements. Select the agreement(s) that applies by checking the box.

- (1) Three year re-evaluation: If the parent and district agree that the district will not conduct a three year re-evaluation, write in the date the three year evaluation would otherwise be due. Parent and authorized district staff person each sign and date the agreement.

*Note:* Until OSEP issues regulations interpreting this provision, ODE will continue to require that districts complete an eligibility determination form for each student at least every three years. For now, an agreement that a three year re-evaluation is not necessary has the same effect as a determination that additional evaluation is not necessary to complete a re-evaluation. The only difference (for now) is that if the district and parent agree to not conducting a three-year re-evaluation, the district would not be required to give the parent *Prior Notice about Evaluation/Consent for Evaluation* (informing the parent that no further evaluation is necessary but the parent could still ask for an evaluation).

(2) IEP team attendance:

- A. Content not discussed: The parent and school district may agree to excuse from attendance IEP team members who are not necessary because the member's area of curriculum or related service is not being modified or discussed at the meeting. List the date of the IEP meeting and the names of the excused members. Parent and authorized district staff person each sign and date the agreement.
- B. Content discussed: The parent and school district may consent to excuse from attendance IEP team members when the member's area of curriculum or related service is being modified or discussed at the meeting, if the member submits input in writing to the IEP team before the meeting. List the date of the IEP meeting and the names of the excused members. Parent and authorized district staff person each sign and date the agreement. NOTE: Parents must be fully informed of all information related to the excusal in the parent's native language or other mode of communication. Refer to OAR 581-015-0039 (1) for consent requirements.

(3) Revisions to IEP: The parent and school district may agree that an IEP meeting is not necessary to revise the student's IEP between annual IEP meetings. If so, indicate the date of IEP revision. Parent and authorized district staff person each sign and date the agreement.

*Note:* The IEP revision must be written on the student's IEP and dated. If new IEP pages are required, these pages must be stapled to the IEP, a complete copy filed with the student's education records, and a copy given to the parent upon request. The District must give the Parent *Prior Notice of Special Education Action* describing the IEP change.

- (4) Completion of Evaluation of Transfer Student: The 60 school day evaluation timeline will not apply to a student who transfers to a new school district while the evaluation is underway if the new district is working promptly to complete the evaluation and the parent and new district agree to a specific time when the evaluation will be completed. If these circumstances are present, indicate the date by which the evaluation will be completed. Parent and authorized district staff person each sign and date the agreement.
- (5) Completion of evaluation for SLD: The 60 school day evaluation timeline does not apply to a student who is evaluated for specific learning disabilities if the parent and other members of the eligibility team agree to extend the timeline because more time is needed. If these circumstances are present, indicate the date by which the evaluation will be completed. Parent and authorized district staff person each sign and date the agreement.

4. Sign and date the bottom of the form indicating that the parent has been given a copy of the form.