Transition IEP: Community Agency Involvement

In effort to achieve ISD wide consistency regarding how to correctly write community agency involvement in Transition IEP’s, a variety of situations, regarding community agency involvement, has been provided below, including how each of them should be documented.

**Please remember that anytime an agency is invited, you MUST have Prior Written Consent to invite the agency.** There are some agencies embedded into schools. If the person is not paid by the school, then they are considered an outside agency and MUST have Prior Written Consent to be invited to the IEP.

**Situation #1** – There IS a need to invite a community agency rep AND a community rep DID attend.

**COMMUNITY AGENCY INVOLVEMENT**
Was there a need to invite a community agency representative likely to provide current or future services? ☑ Yes □ No
If yes, did agency representative attend? ☑ Yes □ No

Please list any additional steps taken to ensure that the student has made connections with any appropriate outside programs and services: Insert Statements

There is no need to add anything else in this box, unless of course there were additional steps taken. NONE is fine or you could put a summary of what the agency discussed at the meeting.

**Situation #2** – There IS a need to invite a community agency rep AND they DID NOT attend.

**COMMUNITY AGENCY INVOLVEMENT**
Was there a need to invite a community agency representative likely to provide current or future services? ☑ Yes □ No
If yes, did agency representative attend? □ Yes ☑ No
Please list any additional steps taken to ensure that the student has made connections with any appropriate outside programs and services: Insert Statements

Example statements include, but are not limited to:
- The student meets with (name agency) on a regular basis (list schedule if available).
- Student/parent was offered (name agency) services and DECLINED AT THIS TIME. FOR FUTURE CONSIDERATION (STUDENT/PARENT) CAN CALL (INSERT NAME AND PHONE OF AGENCY CONTACT).
- Student is planning on entering the military.
- A meeting with (name agency) has been set for (date)
- (AGENCY NAME) WAS UNABLE TO ATTEND (PARENT/STUDENT) WILL CALL (AGENCY CONTACT NAME) AT (AGENCY NUMBER) TO ARRANGE A MEETING.
Situation #3 – There is NO need to invite a community agency representative.

**COMMUNITY AGENCY INVOLVEMENT**

Was there a need to invite a community agency representative likely to provide current or future services? [ ] Yes [ ] No

Please list any additional steps taken to ensure that the student has made connections with any appropriate outside programs and services. **Insert Statements**

If there is no need to invite a community agency, then you MUST justify why.

Examples include, but are NOT limited to:
- N/A – AGENCY SERVICES WILL BE CONSIDERED AT THE JR/SR IEP.
- Student is planning on joining the business where (his father, his aunt, his neighbor works).
- Student is planning on leaving the state.
- Student is signed up with the military.

**Q & A**

When do I have to invite a Community Agency to attend an IEP?

You must invite a Community Agency, when it is likely that an outside agency will pay for or provide services for a student after they have left high school, or if a community agency has been assigned to a transition activity in the IEP.

What if I receive Prior Written Consent from the parent to invite the community agency representative, and so I invite them but they do not show up?

Please keep in mind that it is your job to make sure that a community agency representative is invited if it is appropriate, it is not your job to make sure that they attend.

What if I send out the invitations to everyone and then later we decide it is necessary to invite a community agency representative?

Obtain parent consent to invite by completing Consent to invite Outside Agency, and then complete a revision of the invitation and add the community agency rep as an “Other.” Please be sure to label them as an agency rep on the invite. (i.e. Cyndi Langlois – Goodwill)

What if there is no need to invite a community agency and a community agency rep shows up anyway?

**Invited by parent:** If that agency showed up as a guest of the parent, then no prior consent is required. The parent is allowed to invite whoever they would like, but the details should be documented in the event log, and the person should be listed as a participant of the IEP.

**Invited by school:** This should never happen! BUT...If the Community agency rep is attending as a guest of the school, after the school already said there was not a need to invite anyone, then that community agency rep CANNOT participate in the IEP meeting until the parent immediately signs a Consent to Invite form. It is a violation of FERPA to discuss sensitive information with someone that the parent did not give previous consent to. Document everything that happened in the event log, including why the agency attended.

Kent ISD November 2013