

The School Board of Broward County, Florida



Level: Pre K-12

Date: September 2013

Parental Input and Meetings

Summary:

This document was created to provide assistance to school-based staff participating in meetings with parents in order to comply with Senate Bill 1108 which was signed into law effective July 1, 2013. Enclosed you will find the excerpt from the Bill that speaks to Parental Input and Meetings, a copy of the Department of Education ***Document Relating to Parental Input and Meetings Form*** and Broward County guidelines to comply with the new legislation.

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Parental Input and Meetings

Florida Statute 1002.20

Section 1

(21) PARENTAL INPUT AND MEETINGS—

(a) *Meetings with school district personnel* — Parents of public school students maybe accompanied by another adult of their choice at any meeting with school district personnel. School district personnel may not object to the attendance of such adult or discourage or attempt to discourage, through any action, statement, or other means, parents from inviting another person of their choice to attend any meeting. Such prohibited actions include, but are not limited to, attempted or actual coercion or harassment of parents or students or retaliation or threats of consequences to parents or students.

1. Such meetings include, but are not limited to, meetings related to: the eligibility for exceptional student education or related services; the development of an individual family support plan (IFSP); the development of an individual education plan (IEP); the development of a 504 accommodation plan issued under s. 504 of the Rehabilitation Act of 1973; the transition of a student from early intervention services to other services; the development of postsecondary goals for a student and the transition services needed to reach those goals; and other issues that may affect a student's educational environment, discipline, or placement.
2. The parents and school district personnel attending the meeting shall sign a document at the meeting's conclusion which states whether any school district personnel have prohibited, discouraged, or attempted to discourage the parents from inviting a person of their choice to the meeting.

On August 23, 2013, the Florida Department of Education published a memorandum on the subject of 2013 Legislation – Senate Bill 1108. For access to this document please go to <http://www.fldoe.org/ese/tap-home.asp>

The following documents are available:

2013

- [DPS: 2103-105: 2013 Legislation - Senate Bill 1108](#) (PDF)
 - [Questions and Answers Regarding Implementation of CS/SB 1108](#) (PDF)
 - [Document Relating to Parental Input and Meetings](#) (PDF)
 - [Parental Consent Form/Prior Written Notice: Instruction in the State Standards Access Points Curriculum and Florida Alternate Assessment Administration](#) (PDF)
 - [Parental Consent Form/Prior Written Notice: Student Placement in an Exceptional Education Center](#) (PDF)
- [DPS: 2013-65 - Assistive Technology for Students with Disabilities](#) (PDF)

Guidance for Broward County Document Relating to Parent Input and Meetings

Definition of “meeting”:

Any scheduled meeting (face-to-face or by telephone) with a parent either initiated by the parent(s) or any school personnel.

Examples of types of meetings, including but not limited to:

- Any and all ESE meetings
- Parent/Teacher conferences
- FBA/PBIP meetings
- Discipline meetings to include Manifestation Determinations
- Interviews with parents
- Screening appointments

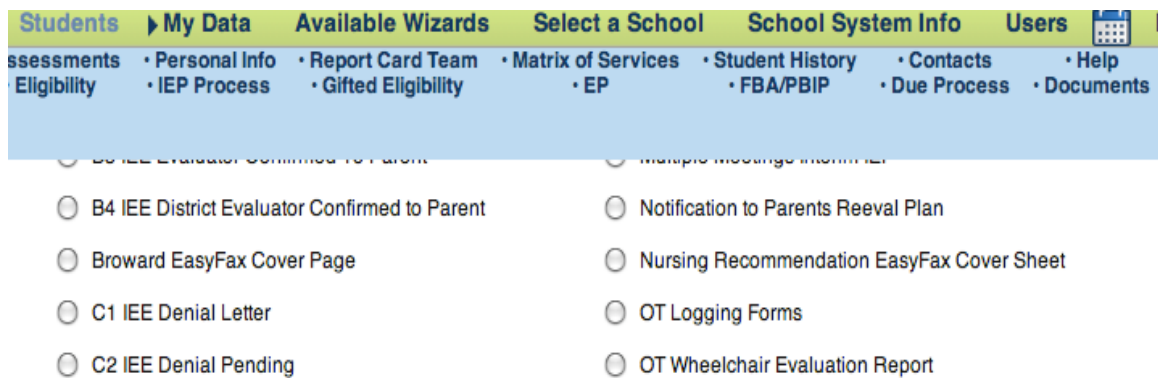
When does everyone sign the Parent Input and Meetings Form?

Language in the Senate Bill specifically states that the form is to be completed by the parent(s) and school personnel at the **conclusion** of the meeting.

Where is the **Document Relating to Parental Input and Meetings** form stored?

Follow the steps below to load and store the signed form into EasyIEP™ :

1) Go to the Documents Tab in EasyIEP™ and create a Broward External Fax Cover Sheet:



Students	My Data	Available Wizards	Select a School	School System Info	Users
Assessments Eligibility	Personal Info IEP Process	Report Card Team Gifted Eligibility	Matrix of Services EP	Student History FBA/PBIP	Contacts Due Process Help Documents

<input type="radio"/> B4 IEE District Evaluator Confirmed to Parent	<input type="radio"/> Notification to Parents Reeval Plan
<input type="radio"/> Broward EasyFax Cover Page	<input type="radio"/> Nursing Recommendation EasyFax Cover Sheet
<input type="radio"/> C1 IEE Denial Letter	<input type="radio"/> OT Logging Forms
<input type="radio"/> C2 IEE Denial Pending	<input type="radio"/> OT Wheelchair Evaluation Report

2) Then, fax the signed **Document Relating to Parental Input and Meetings** behind the Broward EasyFax Cover Sheet and fax the two documents into the system.

- 3) Once the document is received into the system, go back to the bottom of the Documents Tab to rename the fax. Select the button at the bottom of the page, “Change Fax Labels:”

Documents created for Adam 107 Test

Del	Doc ID	Date Generated	Generated By	Document	Status	Del	EasyFax	Date Received
E	7794923	08/30/2013	Sarah Samuels	Transfer Student Document	Final			
<input type="checkbox"/>	7794777	08/30/2013	Sarah Samuels	Broward EasyFax Cover Page	Final	<input type="checkbox"/>	1108 Attendance Form	08/30/2013
<input type="checkbox"/>	7794695	08/30/2013	Sarah Samuels	External IEP EasyFax Cover Page	Final			

An 'E' in the 'Del' column indicates that the document is associated with an Event. A 'C' in the 'Del' column indicates that the document is associated with a Parent Contact. In either case, the document can't be deleted until the associated event or contact is deleted.

(3 Documents)

Update the Database

Change Fax Labels



- 4) Rename the faxed in Consent form *Parental Input and Meetings* and update the database.

Documents

Adam 107 Test

[New Mail!](#)

Relabel faxes for Adam 107 Test

Doc ID	Date Generated	Generated By	Document	EasyFax	Date Received	Label
7794777	08/30/2013	Sarah Samuels	Broward EasyFax Cover Page	1108 Attendance Form	08/30/2013	<input type="text" value="Parental Input and Meetings"/>

(1 Document)

Update the Database





**Appendix B
Broward County Public Schools
Document Relating to Parental Input and Meetings**

Student Name: _____

Student ID#: _____

Meeting Date: _____

Type of Meeting: _____

Dear Parent, Surrogate Parent, Guardian or Adult Student:

Today a _____ was held regarding your child, or on your behalf if you are an adult student.

Section 1002.20, Florida Statutes, K-12 student and parent rights, has been changed to state that school district personnel may not, through any actions taken or statements made, object, discourage or attempt to discourage the attendance of an adult of the parent's choice at meetings with school district personnel. Actions that are prohibited include attempted or actual coercion or harassment, or retaliation or threats of consequence.

At the conclusion of a meeting with school district personnel, parents and school district personnel must be asked to sign a form that documents whether school district personnel have prohibited, discouraged or attempted to discourage you from inviting a person of choice to the meeting.

Parents, surrogate parents, guardians or adult student attending today's meeting – Please complete the following:

___ School personnel **have not** prohibited, discouraged or attempted to discourage me from inviting a person of my choice to today's meeting.

___ School personnel **have** prohibited, discouraged or attempted to discourage me from inviting a person of my choice to today's meeting.

Signature _____ Date _____

School district personnel attending today's meeting – Please complete the following:

___ School personnel **have not** prohibited, discouraged or attempted to discourage the parent, surrogate parent, guardian or adult student from inviting a person of choice to today's meeting.

_____ Date _____

___ School personnel **have** prohibited, discouraged or attempted to discourage the parent, surrogate parent, guardian or adult student from inviting a person of choice to today's meeting.

Signature(s) of all district personnel in attendance

_____ Date _____

For more information about this form contact _____ **at** _____