

- 1) On **Create Proposed IEP** page, notice the new **Apply LEA Signature** button. It is inactive until the error check has been completed. Click **Display IEP Errors**.

- 2) Once all errors in the IEP are cleared the page will reload. However, **DO NOT** click **Create Proposed IEP** at the top of the page, but rather scroll down to the bottom of the page again and see that the **LEA Signature** button is now active. At this time you will need to communicate to the LEA that this IEP is ready for their signature.

- 3) When you click the **Apply LEA Signature** button, a signature pad will appear on the page. Use your mouse, or a touch screen to enter your signature.

**IF YOU CHECK THE EXCLUDE BOX.** No signature pad appears and you will be able to generate the IEP without applying an electronic signature so that it can be applied using another method of your district's choosing.

4) Click the **Create Proposed IEP** to complete the process. The signature will appear on the Representative of the Local Education Agency (LEA) Approval Of Provisions In the IEP page of the PDF with the date and your title included.

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**IEP Dates:** 09/15/2020-09/14/2021

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**Representative of the Local Education Agency (LEA) Approval Of Provisions In the IEP**

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I certify that the goals in the IEP are those recommended by the Team and that the indicated special education, related services, supplementary aids and services, accommodations and modifications will be provided.



Signature of LEA Representative

03/31/2021  
Date

***Parent's Response to the Proposal for the IEP***

Please indicate your response by checking the box(es) which reflect(s) your decision.

*I understand that any portion(s) of the IEP that I accept will be implemented immediately.*

- I CONSENT to the IEP AND AGREE to education placement
- I REFUSE CONSENT to IEP & AGREE to education placement
- I PARTIALLY CONSENT to the IEP & AGREE to education placement
- I CONSENT to the IEP AND DO NOT AGREE to education placement
- I REFUSE CONSENT to IEP & DO NOT AGREE to education placement
- I PARTIALLY CONSENT to IEP & DONT AGREE to education placement