

Affirming the IEP

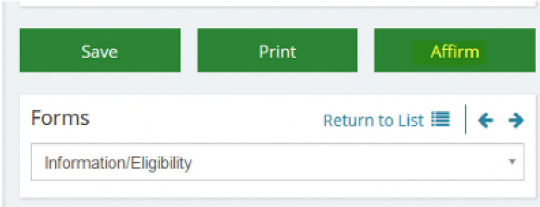
Once the IEP has been held, it should be affirmed as soon as possible.

Affirming does not mean that the IEP was signed in agreement.

Affirming locks in place what happened at the meeting and should be reported to CALPADS.

Only the Case Manager will see the Affirm button for Eligible students.

To start the affirm process, click the **Affirm** button.



Save Print Affirm

Forms [Return to List](#) | [←](#) [→](#)

Information/Eligibility

*If using E-signature, you can affirm before the E-signature goes out. That way a transaction can be uploaded to show you have held the IEP. All meetings should be affirmed within 7 days of holding an IEP meeting.

Affirming the IEP

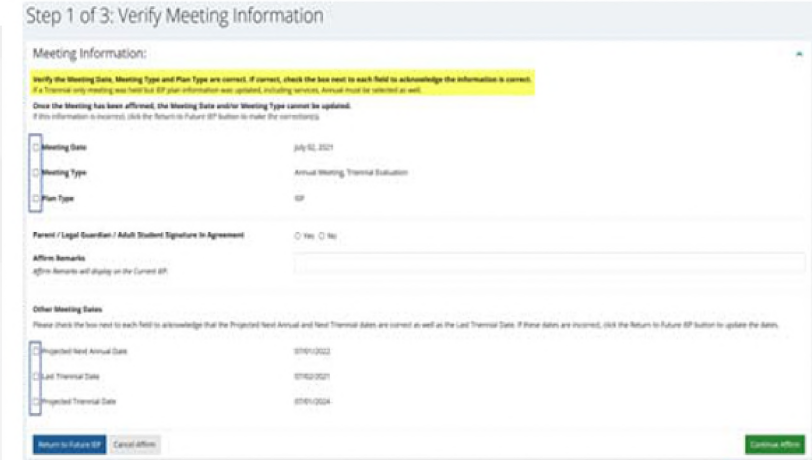
Step 1: Verify Meeting Information

To ensure that the IEP/ISP/IFSP is affirmed with the correct information, each field must be checked, acknowledging that the Meeting Date, Meeting Type and Plan Type is correct.

It is also important to confirm that the Next and Last meeting dates are correct so that homepage Meeting Alerts are populated at the time the next meetings are due.

If Eligibility Evaluation ONLY is selected as the Meeting Type, a validation will run to verify if any of the IEP plan fields were updated. If so, the user will not be able to complete the affirm until Plan Review is also selected as the Meeting Type.

Once the IEP has been affirmed, the Meeting Date and Meeting Type cannot be updated.



The screenshot shows a web form titled "Step 1 of 3: Verify Meeting Information". It contains several sections:

- Meeting Information:** A table with fields for Meeting Date (July 10, 2021), Meeting Type (Annual Meeting, Terminal Evaluation), and Plan Type (IEP).
- Parent / Legal Guardian / Adult Student Signature In Agreement:** Radio buttons for Yes and No.
- Affirm Remarks:** A text area for remarks, with a note that remarks will display on the current IEP.
- Other Meeting Dates:** A section for checking the next and last meeting dates, with a note that dates cannot be updated once affirmed.

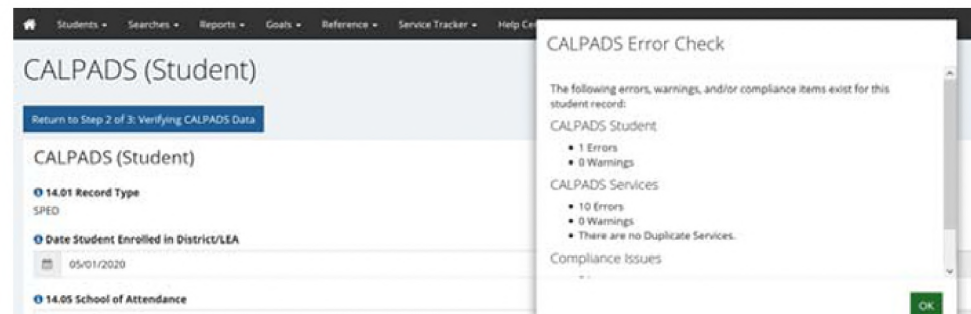
At the bottom, there are buttons for "Return to Future IEP", "Cancel Affirm", and "Continue Affirm".

Affirming the IEP

Step 2: CALPADS Errors

A CALPADS Error check will run. All errors must be corrected before the IEP can be affirmed.

Fix all errors, then click the Return to Step 3 of 4: Correction of CALPADS Errors button.



The screenshot displays the CALPADS (Student) interface. On the left, there is a navigation menu with options: Students, Searches, Reports, Goals, Reference, Service Tracker, and Help. The main content area shows the title 'CALPADS (Student)' and a button labeled 'Return to Step 2 of 3: Verifying CALPADS Data'. Below this, there are three sections: '14.01 Record Type' with 'SPEED', '14.02 Date Student Enrolled in District/LEA' with '05/01/2020', and '14.05 School of Attendance'. On the right, a 'CALPADS Error Check' dialog box is open, displaying the following information:

CALPADS Error Check

The following errors, warnings, and/or compliance items exist for this student record:

- CALPADS Student
 - 1 Errors
 - 0 Warnings
- CALPADS Services
 - 10 Errors
 - 0 Warnings
 - There are no Duplicate Services.
- Compliance Issues
 - ...

An 'OK' button is visible at the bottom right of the dialog box.

Affirming the IEP

Step 3: Select Forms used in the Meeting

Check the box next to each form that was used in this meeting.

Only the selected forms will display in bold on the student's Current IEP and can be included in an Electronic Signature.

All forms will be included in the affirm, the bold forms will indicate which forms were included in the meeting

<input type="checkbox"/> Check/ <input type="checkbox"/> Uncheck <input type="checkbox"/> All	Step 4 of 4: Selection of Forms Used for This Meeting
<input type="checkbox"/>	IEP At a Glance
<input type="checkbox"/>	Information/Eligibility
<input type="checkbox"/>	Services - Offer of FAPE
<input type="checkbox"/>	Educational Setting - Offer of FAPE
<input type="checkbox"/>	Statewide Assessments
<input type="checkbox"/>	Present Levels

<input type="checkbox"/>	Assessment Plan w/out PWN w/ Medi-Cal
<input type="checkbox"/>	PWN of Proposed Action Grad from HS
<input type="checkbox"/>	PWN of Proposed Action Completion of Course Study