

## Affirming the IEP

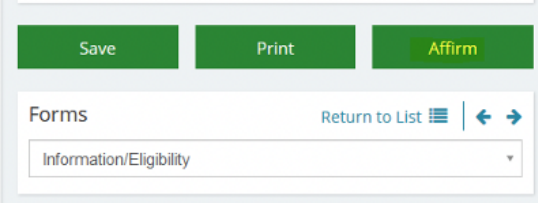
Once the IEP has been held, it should be affirmed as soon as possible.

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.

Step 1 of 3: Verify Meeting Information

Meeting Information:

Verify the Meeting Date, Meeting Type and Plan Type are correct. If correct, check the box next to each field to acknowledge the information is correct. If a Terminate only meeting was selected IEP plan information was updated, including services, Annual must be selected as well. Once the Meeting has been affirmed, the Meeting Date and/or Meeting Type cannot be updated. If this information is incorrect, click the Return to Future IEP button to make the corrections.

<input type="checkbox"/> Meeting Date	July 10, 2021
<input type="checkbox"/> Meeting Type	Annual Meeting, Triennial Evaluation
<input type="checkbox"/> Plan Type	IEP

Parent / Legal Guardian / Adult Student Signature In Agreement  Yes  No

Affirm Remarks  
Affirm Remarks will display on the Current IEP

Other Meeting Dates  
Please check the box next to each field to acknowledge that the Projected Next Annual and Next Triennial dates are correct as well as the Last Triennial Date. If these dates are incorrect, click the Return to Future IEP button to update the dates.

<input type="checkbox"/> Projected Next Annual Date	07/10/2022
<input type="checkbox"/> Last Triennial Date	07/10/2021
<input type="checkbox"/> Projected Triennial Date	07/10/2024

[Return to Future IEP](#) [Cancel Affirm](#) [Continue Affirm](#)



Contact  
1.866.468.2891  
<http://beta.seis.org>

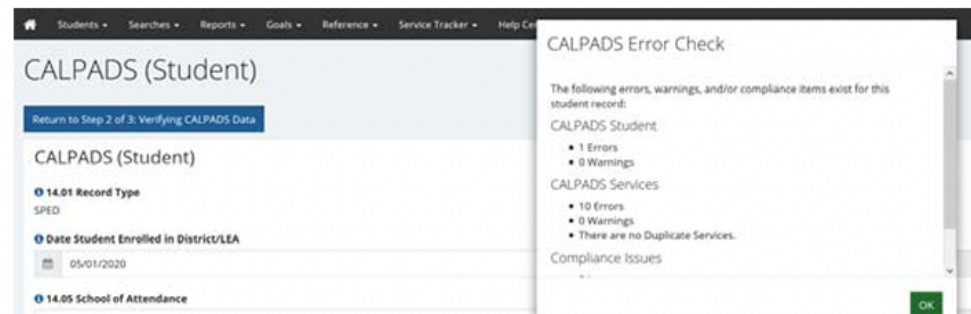
Make sure the correct dates and meeting types are [entered and saved](#).

# 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 shows the CALPADS (Student) interface. On the left, there is a sidebar with a navigation menu including 'Students', 'Searches', 'Reports', 'Goals', 'Reference', 'Service Tracker', and 'Help Center'. The main content area displays 'CALPADS (Student)' with a blue button labeled 'Return to Step 2 of 3: Verifying CALPADS Data'. Below this, there are sections for '14.01 Record Type' (SPED), 'Date Student Enrolled in District/LEA' (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/ Unchecked 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

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