

According to the Individuals with Disabilities Education Improvement Act (IDEA), one member of the IEP team who must be in attendance is a representative of the school district who is:

- A. Qualified to provide or to supervise the provision of a specially designed program;
- B. Knowledgeable about the general education curriculum; and
- C. Knowledgeable about the availability of resources.

This individual is known as the LEA Representative and is ordinarily a school or district administrator. The LEA Representative has the following responsibilities during the IEP meeting:

- A. Presides over the IEP meeting;
- B. Determines which services are reasonable and necessary and will be provided by the district to the participating student;
- C. Leads the development of a consensual agreement (if possible) with the student and parent regarding the resulting IEP; and
- D. Ensures that procedural requirements for IEP meetings are effectively adhered to.

Because an administrative representative of the school district is not always available to attend IEP meetings and must designate someone to serve in that capacity, the following must occur prior to each IEP meeting:

- A. Any individual who plans to propose any significant change to a student's IEP, including the commitment of district resources, shall first discuss with either the Principal, Director of Special Education, or Superintendent the proposal.
- B. That administrator will then discuss various options with the team member to achieve the same result.
- C. Each proposal will be approved by signature by the appropriate administrator prior to the IEP meeting.
- D. If such approval is not obtained, the IEP meeting will need to be rescheduled to ensure district resources are properly committed to meet each student's educational needs.