**INVITE REPRESENTATIVES OF PARTICIPATING AGENCIES**

**Participating Agencies** should be invited to the IEP team meeting with the prior consent of the parent (or student who has reached the age of majority). When a representative of a participating agency that is likely to be responsible for providing or paying for transition services is identified, **they should be invited to the first IEP meeting where transition services will be discussed.**

As VR, ODDs and ODE work to improve policies and systems for employment outcomes for students at the state level, schools are working to improve relationships with community partner agencies to ensure these agencies become an integral part of the transition IEP process for the students planning to access services after school. For more information contact your local Transition Network Facilitator.

**Linking youth to agencies while in school make connections easier.**

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| **T I P S** | **Guidance from ODE for Agency Attendance** |
| * An IEP Team should decide which students on their caseload should have agencies represented at their IEP.
* Call parents to obtain required parental consent before inviting representatives from other participating agencies to attend an IEP Team meeting. The representatives of these agencies cannot access all the student’s records unless the parent gives consent for such a disclosure.
* Schedule IEP meetings with other agency representatives early in the year. Agency representatives have full schedules and may not be able to attend meetings with a short notice.
* If you do not have an established relationship with your local VR counselor or other agency representative, contact your TNF for help in this area.
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**Confidentiality.** Getting parental permission to attend the IEP meeting was included in IDEA 2004 specifically to address issues related to the confidentiality of information*. A public agency should be required to obtain parental consent before inviting representatives from other participating agencies to attend an IEP Team meeting. The representatives of these agencies should not have access to all the student’s records unless the parent gives consent for such a disclosure*.

**Participating agency failure to meet transition objectives.** If a participating agency, other than the public agency, fails to provide the transition services described in the IEP, the school district must reconvene the IEP Team to ***identify alternative strategies*** to meet the transition objectives for the student set out in the IEP. This does not mean that the school district must provide the identical services written on the IEP; it means the IEP Team must reconvene to identify alternative strategies to meet the transition objectives.

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