



**BOOK:** Employee Handbook Administrative Guideline  
**PART:** Appendix Part I  
**SECTION:** Extra Duty Wage Schedule  
**TITLE:** Support Staff Attendance at IEP Meetings

### **Introduction**

Individualized Education Programs (IEPs) are crucial in ensuring that students with special needs receive the appropriate support to succeed academically. The involvement of support staff in IEP meetings is vital for providing insights and facilitating effective communication. To encourage and recognize their contributions, this proposal outlines a stipend program for support staff who attend IEP meetings.

Support staff receive a stipend for attending IEP meetings. This initiative aims to enhance collaboration, encourage attendance, and ensure that support staff can contribute effectively to the development and review of IEPs.

### **Stipend Details**

1. **Stipend Amount:** Support staff will receive a \$15 stipend for each IEP meeting attended as stated in the Colby School District Extra Duty Wage Schedule..
2. **Attendance Limit:** Support Staff can attend up to five meetings per school year for which they can receive the stipend.
3. **Approval Process:**
  - Prior approval must be obtained from the Director of Special Education before attending the meeting.
  - Requests for attendance and stipend must be submitted at least one week in advance of the scheduled IEP meeting. Requests will be made by the Special Education Teacher.

### **Benefits**

- **Enhanced Collaboration:** Encourages support staff to actively participate in the IEP process, fostering a team approach to student success.
- **Recognition:** Provides financial recognition for the valuable time and effort spent by support staff in supporting students.
- **Informed Decision-Making:** Ensures that IEP meetings are informed by the perspectives of those who work closely with students on a daily basis.

### **Conclusion**

This stipend program for support staff attending IEP meetings is a step towards fostering a collaborative environment that prioritizes student needs. By investing in the participation of support staff, we can enhance the IEP process and ultimately improve outcomes for our students with special needs.

# Request for Support Staff Attendance at IEP Meeting

To: Director of Special Education

Request Submitted By (Teacher) : \_\_\_\_\_

Date: \_\_\_\_\_

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## IEP Meeting Details

Student's Name: \_\_\_\_\_

Date of IEP Meeting: \_\_\_\_\_

Time of Meeting \_\_\_\_\_

Location of Meeting \_\_\_\_\_

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## Rationale for Request

Name of Support Staff Member: \_\_\_\_\_

Please briefly explain the reason for the support staff member's attendance at the IEP meeting (e.g., specific student needs, collaboration on strategies, input on student progress):

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## Decision

☐ Approved   ☐ Denied

Director of Special Education Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please submit this form at least one week prior to the scheduled IEP meeting.*