

**SCHOOL DISTRICT OF BAYFIELD****EEN DISTRICT DESIGNEE**

The School District of Bayfield understands and accepts their responsibility under the individuals with Disabilities Education Act (IDEA) and Wisconsin Law to have a district representative at every Individual Education Program meeting. The Board of Education of the School District of Bayfield officially appoints and provides the authority needed to function in this role to the following individuals:

1. Fixed Point of Referral/School Psychologist;
2. K-12 Principal and/or K-12 Assistant Principal; and
3. Director of Pupil Services

The Board of Education also agrees to provide time to attend training annually on the role and responsibility of the District Representative.

## List of Responsibilities

1. Attend all scheduled IEP meetings from start time to ending time.
2. Sign each IEP indicating that the district will provide the resources necessary to meet the IEP.
3. Notify the Director of Special Education and/or District Administrator of any items that may require staffing time and/or material changes.
4. Stop and reschedule an IEP meeting if the district representative determines that changes are so significant that they do not know if the district can meet the goals, objectives or staffing required. At this point the Director of Special Education or District Administrator will attend the rescheduled meeting.

Adopted: March 10, 1997

Revised: March 26, 1997

Revised: January 10, 2000