

Changes to Transfer of Rights Process in ACHIEVE

Anticipated April 10, 2025

Educational decision-making rights transfer to Learners on their 18th birthday. In some cases, rights transfer prior to the age of majority because Learners enter into marriage or are tried, convicted, sentenced as an adult, and confined in a correctional facility prior to age of 18.

Several changes have been made to the ACHIEVE system to ensure educational decision-making rights are transferred/shared as needed. These changes help to automate appropriate access to the ACHIEVE Family Portal for Learners and I.D.E.A. Parent contacts.

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Summary of Changes to Transfer of Rights Process

Assignment of Relationship Types

- **Power of Attorney/Legal Guardian of Protected Person**
 - The option to add or update relationship types of Power of Attorney or Legal Guardian of Protected Person will be removed from the Family Contact stepper.
 - Instead, an IEP amendment to the PLAAFP (**Transfer of Rights** section) will be required to assign or remove these relationship types. Once the amendment is finalized, changes will be reflected on the IEP output and in the Family Contact stepper.

Transfer of Rights

Date rights will transfer to the learner: 07/25/2024

Date family notified that rights will transfer: 03/23/2023 via In-Person

Date learner notified that rights will transfer: 03/23/2023 via In-Person

A power of attorney has been established with the following contact(s) appointed as power(s) of attorney:

- Amber Carter, Effective: 04/01/2025

- **Friend:** The relationship type of **Friend** will be replaced by an option of **Other**.

Educational Decision-Making Rights Transfer

- On the date that rights transfer, responsibility for signing consent changes.
 - On/after the date of rights transfer, new consent forms will allow the Learner to approve/decline. Learners may also revoke previously approved consents.
 - All non-learner I.D.E.A. Parent contacts will no longer be able to sign consent forms.
 - Previously requested consent forms created for non-learner I.D.E.A. Parent contacts that have not yet been approved will be marked as **Inactive** in the Documentation stepper.
 - NOTE: Marking such consents as **Inactive** may require an automated overnight process to occur in ACHIEVE, so the change may not be reflected until the day after rights transfer.)*
 - If **Power(s) of Attorney** are added via an IEP amendment, future consent forms will allow either the Learner or Power(s) of Attorney to approve/decline. Previously requested consent forms created for I.D.E.A. Parent contacts that have not yet been approved will be marked as **Inactive** in the Documentation stepper.
 - If **Legal Guardian(s) of Protected Person** are added via an IEP amendment, rights will transfer from the Learner to the Legal Guardian(s) of Protected Person. Future consent forms will only allow the Legal Guardian(s) of Protected Person to approve/decline. Previously requested consent forms created for I.D.E.A. Parent contacts that have not yet been approved will be marked as **Inactive** in the Documentation stepper.

ACHIEVE Family Portal Access

- On/after the date that rights transfer, eligibility and access to the ACHIEVE Family portal changes.
 - **Learners with an existing ACHIEVE Family Portal account** (i.e., those invited by their I.D.E.A. Parent(s) prior to the date of rights transfer) have been limited to view-only access. Once rights are transferred, Learners may opt for view-only OR interactive access. Learners will be asked to review and agree to the Terms and Conditions the next time they sign in to their ACHIEVE Family Portal account.
 - **Learners without an existing ACHIEVE Family Portal account** will receive an email invitation (provided they have been validated by the IEP team and have an email address stored in the Family Contact stepper in ACHIEVE). Learners may opt for view-only OR interactive status when creating their ACHIEVE Family Portal account.
 - **Biological/adoptive parent** access to the ACHIEVE Family Portal will be restricted to prevent them from signing consent forms.
 - Biological/adoptive parents may continue to access their learner's records for as long as they claim the learner as a dependent on their tax returns. After this is no longer true, the IEP team should be notified and access to the ACHIEVE Family Portal must be revoked. Please contact AEA Data Lead(s) for assistance with revoking access to the ACHIEVE Family Portal.
 - **Access to the ACHIEVE Family Portal is automatically revoked for:**
 - Court Designee(s)
 - Legal Guardian(s) of Minor
 - Relative(s) Active as Parent (I.D.E.A.)
 - Surrogate(s)

NOTE: An automated email will be sent to inform contacts that ACHIEVE Family Portal access has been revoked.
 - If **Power(s) of Attorney** are added via an IEP amendment, such contacts may opt for view-only OR interactive status when creating an ACHIEVE Family Portal account.
 - If **Legal Guardian(s) of Protected Person** are added via an IEP amendment, rights will be transferred from the Learner to the Legal Guardian(s) of Protected Person. At that time, Learners will no longer be able to sign consent forms. Previously requested consent forms created for the Learner that have not yet been approved will be marked as **Inactive** in the Documentation stepper. Legal Guardian(s) of Protected Person may opt for view-only or interactive status when creating an ACHIEVE Family Portal account.

*NOTE: Marking such consents as **Inactive** requires an automated overnight process to occur in ACHIEVE, so this change will not be reflected until the day after rights transfer.*

Changes to Present Levels of Academic Achievement and Functional Performance Amendment Process

New Transfer of Rights section on a PLAAFP Amendment (IEP stepper)

Transfer of Rights	
Helper Text Change	An IEP amendment will be required to appoint or revoke Power(s) of Attorney and/or Legal Guardian(s) of Protected Person.
Text changes	Age of Majority Date: 05/04/2025
	<input checked="" type="checkbox"/> Rights will transfer prior to the age of 18
	Family Notification Date* 04/26/2024
	Family Notification Method In-Person
	Learner Notification Date 04/26/2024
	Learner Notification Method In-Person
Process Change	Select why the rights will transfer prior to the age of 18
	<input type="radio"/> Learner entered into marriage prior to their 18th birthday <input checked="" type="radio"/> Learner was tried, convicted, sentenced as an adult, and is now confined in an adult correctional facility prior to their 18th birthday
	New date of transfer of rights*
Process Change	<div>Add Power of Attorney</div> <div>Add Legal Guardianship</div> <div>Add New Family Contact</div>

New Helper Text: Transfer of Rights section on PLAAFP

- **On-Screen Text:** An IEP Amendment will be required to appoint or revoke Power(s) of Attorney and/or Legal Guardian(s) of Protected Person.

NOTE: The phrase “appoint or revoke” in the previous sentence will be changed to “add or remove” in an upcoming release.

Transfer of Rights	
	An IEP amendment will be required to appoint or revoke Power(s) of Attorney and/or Legal Guardian(s) of Protected Person.

New Text/Process: Transfer of Rights to the Learner at the Age of Majority

- **On-Screen Text:**
 - Age of Majority Date: <18th Birthday>
 - Rights will not transfer prior to 18th birthday

Age of Majority Date: 04/21/2023	Rights will not transfer prior to 18th birthday
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- **Process:**
 - Educational decision-making rights **always transfer to the learner** once they reach the age of 18, except in rare circumstances in which **rights transfer to the learner prior to the age of 18**.
 - If a petition for legal guardianship is initiated on behalf of a Learner prior to reaching the age of majority, IEP teams must wait until the petition is legally finalized on/after the 18th birthday to document the transfer of rights to Legal Guardian(s) of Protected Person in ACHIEVE.

New Text/Process: Transfer of Rights to the Learner Prior to the Age of Majority

- **On-Screen Text:**

- Age of Majority Date: <18th Birthday>
- Rights will transfer prior to the age of 18

Age of Majority Date: 05/16/2025	<input type="checkbox"/> Rights will transfer prior to the age of 18
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- **Process:** The new ***Rights will transfer prior to age 18*** checkbox must be selected if educational decision-making rights will transfer to the learner prior to age 18. After selecting this checkbox, select the reason for rights transfer prior to age of majority:

- Learner enters into marriage prior to age 18, or
- Learner is tried, convicted, sentenced as an adult, and is confined in a correctional facility prior to age 18

Age of Majority Date: 05/04/2025	<input checked="" type="checkbox"/> Rights will transfer prior to the age of 18
Family Notification Date* 04/26/2024	Family Notification Method In-Person
Learner Notification Date 04/26/2024	Learner Notification Method In-Person
Select why the rights will transfer prior to the age of 18	
<input type="radio"/> Learner entered into marriage prior to their 18th birthday	
<input checked="" type="radio"/> Learner was tried, convicted, sentenced as an adult, and is now confined in an adult correctional facility prior to their 18th birthday	
New date of transfer of rights*	

New Process: Adding Power(s) of Attorney or Legal Guardian(s)

- **Process:** Power(s) of Attorney and Legal Guardian(s) of Protected Person may only be added **on/after** the date rights transfer to the learner. Buttons to add Power(s) of Attorney and Legal Guardian(s) of Protected Person will appear in the PLAAFP (***Transfer of Rights*** section).

- **Power(s) of Attorney can be appointed by a learner** to share in educational decision-making rights when:
 - A Learner without a determination of incompetency has reached the age of majority and wishes to share educational decision-making rights with another adult.
 - A Learner without a determination of incompetency enters into marriage prior to age of majority and wishes to share educational decision-making rights with another adult.
 - A Learner without a determination of incompetency has been tried, convicted, sentenced as an adult, and confined in an adult or juvenile, state or local correctional institution prior to age of majority and wishes to share educational decision-making rights with another adult.
- **Legal Guardian(s) of Protected Person** must be appointed by a court. In such cases, educational decision-making rights are removed from the Learner and transferred to the court-appointed Legal Guardian(s) of Protected Person. This transfer of rights can occur when:
 - A determination of incompetency has been made on behalf of a Learner who has reached the age of majority and requires a guardian to make educational decisions.

- A determination of incompetency has been made on behalf of a Learner who has been tried, convicted, sentenced as an adult, and confined in an adult or juvenile, state or local correctional institution prior to age of majority and requires a guardian to make educational decisions.

NOTE: See instructions on [restoring educational decision-making rights to I.D.E.A. Parent\(s\)](#) if the Learner is released prior to reaching the age of majority.

- IEP teams must receive appropriate documentation prior to amending an IEP to add Power(s) of Attorney or Legal Guardian(s) of Protected Person contacts. Once confirmed:

- Select the **Add Power of Attorney** or **Add Legal Guardianship** button. A new card for the corresponding selection will be displayed.

This screenshot shows the top navigation bar of the application. It contains three blue buttons with white text: 'Add Power of Attorney', 'Add Legal Guardianship', and 'Add New Family Contact'. The buttons are arranged horizontally within a white container with a blue border.

- Select an existing family contact from the dropdown menu or select the **Add New Family Contact** button if a new family contact must be added for this role.

This screenshot shows the 'Power of Attorney' form. At the top, there are two buttons: 'Add Legal Guardianship' and 'Add New Family Contact'. Below them, the text 'Power of Attorney' is displayed. A message box states: 'If the desired contact for Power of Attorney is not appearing in the list below, please select "Add New Family Contact" to add and assign initial relationship type.' Below this message, there is a dropdown menu labeled 'Select Power of Attorney*', an 'Effective Date*' field with a calendar icon, a 'Cancel' button, and an 'Add Another Power of Attorney' button.

- Selecting the **Add New Family Contact** button opens a pop-up modal in which new family contact information can be entered. An initial relationship type must be identified for the new contact. If this contact is appointed as a Power of Attorney or Legal Guardian of Protected Person, but later has this role removed, the contact's relationship status in ACHIEVE will revert back to the relationship status identified in this **Add New Family Contact** process.

This screenshot shows the 'Add Family Contact' modal form. It contains the following fields and options:

- Name (first and last)*
- Email
- Relationship*
- Street Address
- City/Town
- State
- Zip Code
- Home Phone Number
- Work Phone Number
- Cell Phone Number
- Best Way to Contact: ☐ Home
- Best Time to Contact
- Lives With Child*: ☐ Yes ☐ No
- ☐ Current Address Unknown

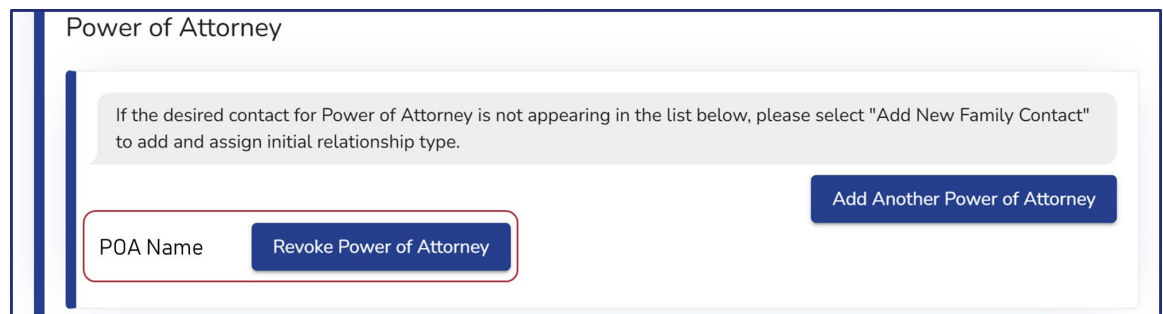
 At the bottom right, there are 'Cancel' and 'Save' buttons.

- Once the new contact is created, the dropdown menu automatically refreshes to include newly added contact(s).
- When completing the Prior Written Notice, include a summary of changes made impacting educational decision-making rights. It may also be helpful to include details about [changes in ACHIEVE Family Portal access](#).
- Upon finalizing the IEP amendment, the relationship type of newly added Power(s) of Attorney or Legal Guardian(s) of Protected Person will be reflected in the Family Contact stepper and on the IEP output.

NOTE: See instructions for [Notifying Learner and I.D.E.A. Parent\(s\) of Rights Transfer](#).

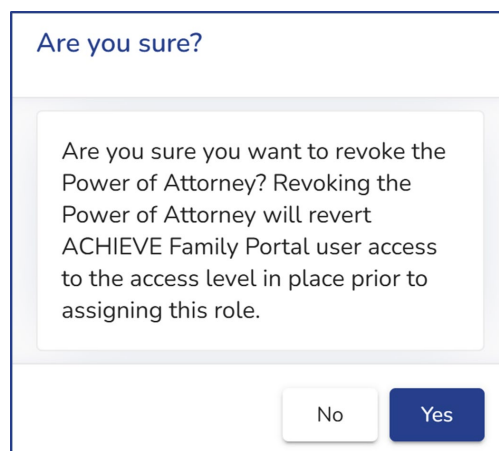
New Process: Amending Existing Power(s) of Attorney or Legal Guardian(s) of Protected Person

- Changing or removing Power(s) of Attorney or Legal Guardian(s) of Protected Person may be necessary if their decision-making authority has been revoked.
- **Process:** Revisions will be made through an IEP amendment of the PLAAFP ([Transfer of Rights](#) section). IEP teams must receive appropriate documentation prior to amending an IEP to remove Power(s) of Attorney or Legal Guardian(s) of Protected Person contacts. Once confirmed:
 - **Power(s) of Attorney**
 - Select the [Revoke Power of Attorney](#) button.



The screenshot shows a section titled "Power of Attorney". Inside, there is a light gray box with the text: "If the desired contact for Power of Attorney is not appearing in the list below, please select 'Add New Family Contact' to add and assign initial relationship type." To the right of this box is a blue button labeled "Add Another Power of Attorney". Below the text box is a form field labeled "POA Name" and a blue button labeled "Revoke Power of Attorney".

- **Are you sure?** pop-up modal appears to indicate that revoking the Power of Attorney relationship type reverts the contact's relationship type and ACHIEVE Family Portal access to that which was in place prior to being appointed. (That is, if the contact was previously eligible for/had an ACHIEVE Family Portal account as a biological or adoptive parent, such access will continue. If the contact previously did not have access to the ACHIEVE Family Portal, current account access will be revoked.)



The screenshot shows a modal window titled "Are you sure?". The main text inside reads: "Are you sure you want to revoke the Power of Attorney? Revoking the Power of Attorney will revert ACHIEVE Family Portal user access to the access level in place prior to assigning this role." At the bottom of the modal are two buttons: a white button labeled "No" and a blue button labeled "Yes".

- Select **No** to cancel or **Yes** to continue.
- When completing the Prior Written Notice, include a summary of changes made impacting educational decision-making rights. It may also be helpful to include details about [changes in ACHIEVE Family Portal access](#).
- Upon finalizing the IEP amendment, the new relationship status of the revoked Power(s) of Attorney will be reflected in the Family Contact stepper and on the IEP output.

NOTE: An automated email will be sent to inform contacts that ACHIEVE Family Portal access has been revoked.

○ Legal Guardianship

- Select the [Revoke Legal Guardian](#) button.

Legal Guardian

If the desired contact for Legal Guardian for Protected Person is not appearing in the list below, please select "Add New Family Contact" to add and assign initial relationship type.

Legal Guardian Name
Revoke Legal Guardian

[Add Another Legal Guardianship](#)

- [Are you sure?](#) pop-up modal appears to indicate that revoking the Legal Guardian of Protected Person relationship type reverts the contact's relationship type and ACHIEVE Family Portal access to that which was in place prior to being appointed. (That is, if the contact was previously eligible for/had an ACHIEVE Family Portal account as a biological or adoptive parent, such access will continue. If the contact previously did not have access to the ACHIEVE Family Portal, current account access will be revoked.)

Are you sure?

Are you sure you want to revoke the Legal Guardian? Revoking the Legal Guardian will revert ACHIEVE Family Portal user access to the access level in place prior to assigning this role.

[No](#) [Yes](#)

- Select **No** to cancel or **Yes** to continue.
- When completing the Prior Written Notice, include a summary of changes made impacting educational decision-making rights. It may also be helpful to include details about [changes in ACHIEVE Family Portal access](#).
- Upon finalizing the IEP amendment, the new relationship status of the revoked Legal Guardian(s) of Protected Person will be reflected in the Family Contact stepper and on the IEP output.

NOTE: An automated email will be sent to inform contacts that ACHIEVE Family Portal access has been revoked.

New Process: Restoring I.D.E.A. Parent educational decision-making rights when incarcerated learner under 18 is released prior to reaching age of majority

- Educational decision-making rights transfer back to I.D.E.A. Parent contacts if a Learner has been tried, convicted, sentenced as an adult, and confined in an adult or juvenile, state or local correctional institution prior to age of majority, but is later released prior to the age of 18.
- To restore educational decision-making rights to I.D.E.A. Parents, an IEP amendment to the PLAAFP (***Transfer of Rights*** section) is required.
 - In the ***Transfer of Rights*** section, select the ***Remove*** button.

The screenshot shows the 'Transfer of Rights' form. At the top, a message states: 'An IEP amendment will be required to appoint or revoke Power(s) of Attorney and/or Legal Guardian(s) of Protected Person.' Below this, the form contains several fields: 'Age of Majority Date: 07/03/2025', 'Family Notification Date: 11/16/2023', 'Learner Notification Date: 11/16/2023', 'Family Notification Method: Email', and 'Learner Notification Method: In-Person'. A text box states: 'Learner was tried, convicted, sentenced as an adult, and is now confined in an adult correctional facility prior to their 18th birthday'. At the bottom, there is a field for 'New date of transfer of rights: 05/09/2024'. A blue 'Remove' button is highlighted with a red rectangle on the right side of the form.

- ***Are you sure?*** pop-up modal displays to confirm that you wish to remove the transfer of rights. Selecting “Yes” will remove educational decision-making rights from the Learner and return them to I.D.E.A. Parent contacts. Previously requested consent forms created for the Learner that have not yet been approved will be marked as ***Inactive*** in the Documentation stepper.

The screenshot shows a confirmation modal titled 'Are you sure?'. The text inside the modal asks: 'Are you sure you want to remove transferring the rights prior to the learner's 18th birthday?'. At the bottom of the modal, there are two buttons: 'No' and 'Yes'.

- Select **No** to cancel or **Yes** to continue.
- When completing the Prior Written Notice, include a summary of changes made impacting educational decision-making rights. It may also be helpful to include details about [changes in ACHIEVE Family Portal access](#).
- Upon finalizing the IEP amendment, the transfer of rights will be displayed on the IEP output. Contact relationship types of previously appointed Power(s) of Attorney and Legal Guardian(s) of Protected Person will revert to their original relationship type and ACHIEVE Family Portal access that was in place prior to being appointed. (That is, if the contact was previously eligible for/had an ACHIEVE Family Portal account as a biological or adoptive parent, such access will

continue. If the contact previously did not have access to the ACHIEVE Family Portal, current account access will be revoked.)

NOTE: An automated email will be sent to inform contacts that ACHIEVE Family Portal access has been revoked.

Notifying Learner and I.D.E.A. Parent(s) of Rights Transfer

Upon reaching the age of majority/date of rights transfer, the IEP team must generate Age of Majority letters in ACHIEVE to notify the Learner and I.D.E.A. Parent(s) of rights transfer. To generate Age of Majority letters:

- Open the **Learner Management** dashboard for Learners who have reached the age of majority.
- Scroll to **Quick Links - Special Education**.
- Select **Create and Print the Age of Majority letter** Quick Link.
 - Selecting this link generates two PDF documents explaining the transfer of rights. One is addressed to the Learner and the other to I.D.E.A. Parent(s). Both documents are stored in the Documentation stepper and become visible to ACHIEVE Family Portal account holders.
- Select the **Age of Majority letter sent** checkbox after the Age of Majority letters have been provided to the Learner and I.D.E.A. Parent(s).

Quick Links - Special Education

[Create and Print the Age of Majority letter](#)

☐ Age of Majority letter Sent

[Enter/View Progress](#)

[End / Exit Alan from Special Education](#)

[Learner Information](#)

[Create Prior Written Notice](#)

[Open Scheduler](#)

[Cancel Secondary Transition](#)

[Change State ID](#)

[Change Reevaluation Date](#)

Transfer of Rights Process prior to release of April 2025 Changes

Former Transfer of Rights section on the PLAAFP (IEP stepper)

Transfer of Rights

The [transfer of rights](#) occurs at the [age of majority](#) for a learner. Document when and how the transfer of rights occurs. If the rights will [not transfer](#), please indicate such.

Date rights will transfer: 05/18/2026 ☒ Rights will not transfer at age 18

Date family notified that rights will transfer* Family Notification Method*

Learner Notification Date* Learner Notification Method*

Explain why rights won't transfer (ex: rights retained by parent, rights granted to a third person, power of attorney established (parent), power of attorney established (third party), or other reason)

*

New date of transfer of rights

Former Helper Text: Transfer of Rights section on PLAAFP

- **On-Screen Text:** The transfer of rights occurs at the age of majority for a learner. Document when and how the transfer of rights occurs. If the rights will not transfer, please indicate such.

Transfer of Rights

The [transfer of rights](#) occurs at the [age of majority](#) for a learner. Document when and how the transfer of rights occurs. If the rights will [not transfer](#), please indicate such.

Former On-Screen Text/Process: Transfer of Rights to the Learner at Age of Majority

- **On-Screen Text:** Date rights will transfer: <18th Birthday>

Date rights will transfer: 05/18/2026 ☐ Rights will not transfer at age 18

- **Process:** To document the appointment of Power(s) of Attorney or Legal Guardian(s) of Protected Person on/after the Learner reaches the age of majority:
 - Select ***Rights will not transfer at 18*** checkbox in the PLAAFP (***Transfer of Rights*** section).
 - Indicate the reason for rights transfer:
 - Rights transfer prior to 18 because the Learner entered into marriage prior to 18 OR was tried, convicted, sentenced, and confined in an adult correctional facility prior to 18.
 - Appointment of Power(s) of Attorney or Legal Guardian(s) of Protected Person.
 - Enter New Date of Rights Transfer.

Date rights will transfer: 05/18/2026

☒ Rights will not transfer at age 18

Date family notified that rights will transfer*

Family Notification Method*

Learner Notification Date*

Learner Notification Method*

Explain why rights won't transfer (ex: rights retained by parent, rights granted to a third person, power of attorney established (parent), power of attorney established (third party), or other reason)

New date of transfer of rights

Former Process: Transfer of Rights to the Learner Prior to Age of Majority

- **Process:** To document the appointment of Power(s) of Attorney or Legal Guardian(s) of Protected Person prior to the Learner reaching the age of majority:
 - Select ***Rights will not transfer at 18*** checkbox in the PLAAFP (***Transfer of Rights*** section).
 - Indicate the reason for rights transfer:
 - Rights transfer prior to 18 because the Learner entered into marriage prior to 18 OR was tried, convicted, sentenced, and confined in an adult correctional facility prior to 18.
 - Appointment of Legal Guardian(s) or Power(s) of Attorney
 - Enter New Date of Rights Transfer.

Date rights will transfer: 05/18/2026

☒ Rights will not transfer at age 18

Date family notified that rights will transfer*

Family Notification Method*

Learner Notification Date*

Learner Notification Method*

Explain why rights won't transfer (ex: rights retained by parent, rights granted to a third person, power of attorney established (parent), power of attorney established (third party), or other reason)

New date of transfer of rights

Former Process: Adding Power(s) of Attorney or Legal Guardian(s)

- In the Family Contact Stepper, IEP teams may add a new contact (or edit an existing contact) to specify the relationship type of Power of Attorney or Legal Guardian of Protected Person. However, adding these relationship types in the Family Contact stepper does not document the change on the IEP nor prompt a Prior Written Notice.

Former Process: Amending Existing Power(s) of Attorney or Legal Guardian(s) of Protected Person

- Changing or removing power(s) of attorney or legal guardian(s) may be necessary if the contact's decision-making authority has been revoked.
- In the Family Contact Stepper, Power of Attorney or Legal Guardian of Protected Person relationship types may be changed or removed. Changing or removing these relationship types on the Family Contact stepper will not document the change in the IEP nor prompt a Prior Written Notice.