

To: Administrators, Faculty

From: Dr. Lynne Pampel, Assistant Superintendent for Pupil Personnel

Subject: IEP Notification and Dissemination/Revised 10/02/2009

Date: September 3, 2009

As per the Commissioners Regulations Sections 200.3(e) amended on 8/21/2008
The Committee on Special Education Chairperson is required to “designate for each student a professional employee of the school district with knowledge of the student’s disability and education program to inform each teacher, assistant and support staff person of his or her responsibility to implement the recommendations on a student’s IEP”.

The process for coming into compliance with this regulation is as follows:

- 1. The Pupil Personnel Department will provide the Principals with a grade level list of all classified students documenting their program and services listed.**
- 2. The Pupil Personnel Department will provide the Elementary Special Education Teachers with a list of students assigned to their case load.**
- 3. The Middle and High School Special Education Teachers will provide the Pupil Personnel Department with a list of students assigned to their case load.**
- 4. Related Service providers at all levels will be assigned a case load of students receiving only related services.**
- 5. All Special Education Teachers will request a copy of schedules for the students on their case load from either the building administration or the guidance department, according to the building preference.**
- 6. The Pupil Personnel Department will not provide each building with copies of the “Notification Form and Instructions to Personnel Required to Receive Copies” as the form is provided on the data stick distributed on opening day.**

- 7. The Special Education Teacher will distribute a copy of the “Notification Form and Instructions to Personnel Required to Receive Copies” to each teacher working with the students assigned to their case load.**
- 8. Each General Education Teacher must sign the “Notification Form and Instructions to Personnel Required to Receive Copies” documenting that they have been notified that there is a special education student in their classroom and that they have been provided with access to their Individual Education Plan (IEP).**
- 9. This signed form must be returned to the Special Education Teacher who will in turn retain these signed forms as a building level record.**
- 10. The PPS Office will assume responsibility for providing access codes to all special and general education teachers requiring access to the Individual Education Plans (IEPs) contained on the web based reporting system IEP DIRECT.**

Further information regarding the dissemination of IEP information to support staff and assistants will follow.