

---

INDIVIDUALIZED EDUCATION PROGRAM MEETING (PPS-P006)  
MILFORD SCHOOL DISTRICT

---

**1.0 SCOPE:**

- 1.1 Each student in a Milford Public School District Special Education program will have a valid and current IEP. All IEPs will be reviewed at a meeting with parents, students when applicable, and district Special Education personnel and General Education teachers.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

**2.0 RESPONSIBILITY:**

- 2.1 Director of Pupil Personnel Services, Supervisors of Special Education and periodically-CST

Approval Signature on File

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Pupil Personnel Services

Signature

Date

**4.0 DEFINITIONS:**

- 4.1 CST – Building Child Study Team may include School Social Worker and/or School Counselor, General Education Teachers, School Psychologist, Special Education Teachers, and appropriate building staff members.
- 4.2 PPT – Planning and Placement Team may include Parent(s), Speech and Language Pathologist, Physical Therapist, Occupational Therapist, School Psychologist, School Administrator, School Social Worker, Reading Teacher, General Education Teacher, School Nurse, appropriate Special Education staff and any student who is 13 years old and over.
- 4.3 IEE – Independent Educational Evaluation
- 4.4 IEP – Individualized Education Plan
- 4.5 Due Process – A procedure parents may initiate in order to resolve a disagreement regarding their child's educational plan.

**5.0 PROCEDURE:**

- 5.1 PPT coordinator/case manager contacts parents to establish a meeting date for the annual IEP meeting.
  - 5.1.1 Date and time of meeting is mutually agreed upon. Meetings will be scheduled within the teacher's contracted day.
  - 5.1.2 Coordinator/case manager documents all attempts to contact parents.
  - 5.1.3 Coordinator/case manager sends out Invitation to Meeting with date and time, and Notice of Procedural Safeguards for Special Education Students and Their Families to the parents and all team members at least 5 days prior to the meeting.
- 5.2 Initial IEP meeting is held within 45 days from the initial referral to Special Education. Annual IEP meetings are held on or before the annual review date.

---

INDIVIDUALIZED EDUCATION PROGRAM MEETING (PPS-P006)  
MILFORD SCHOOL DISTRICT

---

- 5.2.1 Team develops IEP, including goals and objectives (behavior plan required for student with a history of behavior-related problems).
- 5.3 If the parents do not attend the initial IEP meeting, the IEP is set aside until the meeting can be rescheduled.
  - 5.3.1 (For the initial PPT only) The student will not be placed in a program or provided services until parents review PPT minutes and sign the Consent for Special Education Placement form.
  - 5.3.2 The district must decide whether to ask for mediation or a Due Process Hearing if parent does not agree to special education services.
  - 5.3.3 The proposed IEP is sent to the parents.
- 5.4 If parents agree with the PPT recommendation, the IEP is implemented after five (5) school days following the parent's receipt of the PPT packet.
- 5.5 Parents are given a copy of the IEP and Procedural Safeguards.
  - 5.5.1 If parents refuse the PPT recommendation, another PPT meeting will be scheduled as soon as possible to discuss/review student needs and complete the IEP process. All attempts are made to develop a mutually agreed upon plan. If parents disagree, the Director of Pupil Personnel Services is notified.
  - 5.5.2 The district or parent may request mediation or a Due Process Hearing.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Notice of Planning and Placement Team Meeting
- 6.2 Consent for Special Education Placement
- 6.3 IEP
- 6.4 Least Restrictive Environment Procedural Checklist
- 6.5 Notice of Procedural Safeguards for Special Education Students and Their Families

---

INDIVIDUALIZED EDUCATION PROGRAM MEETING (PPS-P006)  
MILFORD SCHOOL DISTRICT

---

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents listed in Section 6.0 except for Notice of Procedural Safeguards for Special Education Students and Their Families	Special Education Cumulative File at Central Office	Initial IEP kept for 7 years after student turns twenty-one. New IEPs replace old documents. Final IEP prior to student leaving school is retained.	Shred	Stored in two locations; fireproof

**8.0 Revision History**

<u>Date</u>	<u>Revision #</u>	<u>Description of Revision</u>
02/03/2005	A	Initial Release

---

INDIVIDUALIZED EDUCATION PROGRAM MEETING (PPS-P006)  
MILFORD SCHOOL DISTRICT

---

