

I.P.R.C. Paperwork - Review Process

	Paperwork	Responsibility	Action
PRIOR TO I.P.R.C.	<ul style="list-style-type: none"> - historical overview (SE1 or expanded version) - current academic assessment - page 1 Determination of Special Education I.P.R.C. - Review Process - Parent Guide to I.P.R.C. 	<ul style="list-style-type: none"> Principal Principal Principal Principal 	<ul style="list-style-type: none"> - copy given to recorder of committees "Statement of Decision" - copy given to recorder of committee's "Statement of Decision" - copy given to recorder of committee's "Statement of Decision" - send 1 copy to parent
DURING I.P.R.C.	<ul style="list-style-type: none"> - page 2 Determination of Special Education I.P.R.C. - Review Process - page 3 Determination of Special Education I.P.R.C. - Review Process 	<ul style="list-style-type: none"> Recorder of committee's "Statement of Decision" Recorder of committee's "Statement of Decision" 	<ul style="list-style-type: none"> - carefully completed to summarize I.P.R.C. Committee's decision - carefully completed to summarize I.P.R.C. Committee's decision
DURING/AFTER I.P.R.C.	<ul style="list-style-type: none"> - page 5 Determination of Special Education I.P.R.C. - Review Process 	<ul style="list-style-type: none"> Recorder of I.P.R.C. "Statement of Decision" 	
AFTER I.P.R.C.	<ul style="list-style-type: none"> - Determination of Special Education I.P.R.C. - Review Process (pages 1-5) - page 5 Determination of Special Education I.P.R.C. - Review Process 	<ul style="list-style-type: none"> Principal Parent/Guardian Student 16 years of age or older 	<ul style="list-style-type: none"> - send: 1 copy to parent 1 copy to student 16 years of age or older 1 copy to Superintendent of Education - file original in O.S.R. - sign and return to school for filing in O.S.R. - signed copy to Superintendent of Education (Student Services)

* Refer to 'Overview' sheet

Identification Placement Review Committee I.P.R.C. Process

Identification Process	Review Process	
<p>1. <u>Exceptionality</u></p> <ul style="list-style-type: none"> to be determined at the I.P.R.C. Identification meeting <p>2. <u>Committee</u></p> <ul style="list-style-type: none"> designated principal Superintendent of Education Program Consultant (Special Education)/Co-ordinator, Special Programs (Secondary) <p>3. <u>Location</u></p> <ul style="list-style-type: none"> selected school/Catholic Education Centre <p>4. <u>Statement of Decision</u></p> <ul style="list-style-type: none"> refer to attached "I.P.R.C. Statement of Decision" <p>5. <u>I.E.P.</u></p> <ul style="list-style-type: none"> principal to ensure completion within 30 days of placement in program <p>6. <u>Required Paperwork</u></p> <ul style="list-style-type: none"> refer to attached "I.P.R.C. Paperwork Identification Process" <p>7. <u>Initiator</u></p> <ul style="list-style-type: none"> principal parent request <p>8. <u>Notification (time/place of meeting)</u></p> <ul style="list-style-type: none"> written notice sent by principal at least 10 working days prior to meeting mailed notice at least 15 working days 	<p><u>Exceptionality</u></p> <ul style="list-style-type: none"> to be maintained at the I.P.R.C. Review meeting or changed to 'not exceptional' <p><u>Committee</u></p> <ul style="list-style-type: none"> current school principal classroom/program teacher appropriate resource teacher <p><u>Location</u></p> <ul style="list-style-type: none"> current school <p><u>Statement of Decision</u></p> <ul style="list-style-type: none"> refer to attached "I.P.R.C. Statement of Decision" <p><u>I.E.P.</u></p> <ul style="list-style-type: none"> principal to ensure review of existing I.E.P. and completion of appropriate changes within 30 days <p><u>Required Paperwork</u></p> <ul style="list-style-type: none"> see attached "I.P.R.C. Paperwork Review Process" <p><u>Initiator</u></p> <ul style="list-style-type: none"> principal parent request 3 months > after placement in program <p><u>Notification (time/place of meeting)</u></p> <ul style="list-style-type: none"> written notice sent by principal at least 10 working days prior to meeting mailed notice at least 15 working days 	<p><u>Exceptionality</u></p> <ul style="list-style-type: none"> to be re-evaluated in light of new information - anticipated change from current exceptionality to a different exceptionality <p><u>Committee</u></p> <ul style="list-style-type: none"> designated principal Superintendent of Education Program Consultant (Special Education)/Co-ordinator, Special Programs (Secondary) <p><u>Location</u></p> <ul style="list-style-type: none"> selected school/Catholic Education Centre <p><u>Statement of Decision</u></p> <ul style="list-style-type: none"> refer to attached "I.P.R.C. Statement of Decision" <p><u>I.E.P.</u></p> <ul style="list-style-type: none"> principal to ensure review of existing I.E.P. and completion of appropriate changes within 30 days <p><u>Required Paperwork</u></p> <ul style="list-style-type: none"> see attached "I.P.R.C. Paperwork Review Process" <p><u>Initiator</u></p> <ul style="list-style-type: none"> principal parent request 3 months > after placement in program <p><u>Notification (time/place of meeting)</u></p> <ul style="list-style-type: none"> written notice sent by principal at least 10 working days prior to meeting mailed notice at least 15 working days