

Ministry of Education

Ministère de l'Éducation



Deputy Minister

Sous-ministre

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**MEMORANDUM TO:** Directors of Education  
Supervisory Officers and Secretary-Treasurers  
of School Authorities  
Director of Provincial Schools  
Supervisory Officer of Centre Jules-Léger

**FROM:** Ben Levin  
Deputy Minister

**DATE:** November 30, 2006

**SUBJECT:** **Instructions for Submission of School Boards' / School  
Authorities' 2007 Special Education Plans**

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This is to advise you of a change in reporting for 2007 Special Education Plans. You are required to report amendments only for 2006-07 rather than prepare a report based on a full review.

As stated in my memo of October 12, 2006, in the future school boards' special education plans will be transformed and aligned with other Ministry reporting requirements so that they focus on target setting and improvement planning that is related to student achievement and program effectiveness. The reporting requirements for this year should provide an opportunity for school boards and school authorities to begin to reflect and discuss how to measure and report on improved achievement for students who are receiving special education programs and services.

In preparing the amendment report School Boards and School Authorities must consult with their respective Special Education Advisory Committees (SEACs) per Regulation 464/97.

Please provide two copies of the amendment report to your respective Ministry Regional Office by July 31, 2007. Any questions in regard to this process should be directed to board liaison staff in the appropriate Regional Office.

I would also like to take this opportunity to clarify the direction provided in the October 12 memo that an Identification, Placement and Review Committee (IPRC) meeting is not required when both the school and the parents agree that the student should be placed in a regular classroom. This was not intended to suggest that school boards completely discontinue holding IPRC meetings to determine identification and/or placement. In fact, school boards are required to hold an IPRC meeting when a parent requests it, in accordance with Regulation 181/98. There has been no change in policy.

The October 12 memorandum simply suggested that school boards consider whether or not there is a need to initiate an IPRC meeting when it is clear that parents and school board personnel agree on a placement in the regular classroom and on the supports to be provided. Doing so may assist boards in redirecting resources and reducing paperwork when the IPRC process is solely a formality. Notwithstanding this suggestion, please be reminded that a parent's right to an IPRC meeting concerning their child is to be respected and acted upon consistent with the letter and spirit of Regulation 181/98. Please review my October 12, 2006 memorandum with this clarification in mind.

Please share copies of this memorandum with your superintendent responsible for special education and the members of your board's Special Education Advisory Committee. Thank you for your continuing efforts to support students with special education needs.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Levin".

Ben Levin  
Deputy Minister

cc: Chairs, Special Education Advisory Committees