

Ministry of Education
Special Education Policy
and Programs Branch
Suite 710, 7th Floor
2 Carlton Street
Toronto ON M5B 1J3

Ministère de l'Éducation
Direction des politiques et des
programmes de l'éducation
de l'enfance en difficulté
7^e étage, Bureau 710
2, rue Carlton
Toronto ON M5B 1J3



MEMORANDUM TO: Directors of Education
Supervisory Officers and
Secretary-Treasurer of School Authorities
Principals of Section 68 School Authorities
Director of Provincial Schools Branch
Director, French-Language Education Policy and Programs Branch

FROM: Bruce Drewett
Director
Special Education Policy and Programs Branch

Bill Bryce
Regional Manager
London Regional Office

DATE: September 7, 2007

SUBJECT: **Electronic Individual Education Plan (IEP) Template**

As a follow-up to the IEP Collaborative Review during the 2006 – 2007 school year and the individual IEP report that school boards received in June 2007, the Special Education Policy and Programs Branch is entering the next phase of this project and offering the support of an electronic IEP template. Use of this template is voluntary; however, school boards are expected to have a template which enables them to meet their regulatory requirements and Ministry standards regarding the development of IEPs. This electronic template has the capacity to be populated with all the information required by the Ministry's IEP Standards, and follows a logical sequence from assessment data through areas of strength and areas of need to the program section. As you are aware, the IEP and the Provincial Report Card are key accountability tools for the measurement and reporting of student progress.

Effective September 10, 2007, the Ministry of Education is providing all school boards in Ontario with access to a voluntary electronic IEP template. School boards will be able to access the electronic IEP Template from the following web-site: <http://iep.edu.gov.on.ca/IEPWeb>. The electronic template has the ability to capture and save IEP information for students with special education needs. Data collected will be stored on each school board's computer filing system. The template was developed in consultation with school board representatives and their feedback has been incorporated.

The IEP electronic template is accessible in both English and French by individual educators at the local school level. An instruction guide for IEP developers is available as a link at the top of the form. It is designed with drop down menus that the user can select from, where appropriate.

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Phase two of the plan may include revisions to the template, based on feedback from voluntary school board usage. A further development in Phase two will be compatibility with the Student Management Systems used by school boards.

Please contact Anthony Sookrah, of the Community Services I&IT Cluster, Information Technology and Services Branch by e-mail at anthony.sookrah@ontario.ca to receive your school board username and password to access the IEP template for school board/school usage. A unique username and password is required.

Please contact Sandra Dell, Senior Policy Advisor by e-mail at sandra.dell@ontario.ca or Ruth Swan, Education Officer of the Special Education Policy and Programs Branch of the Ministry of Education by e-mail at ruth.swan@ontario.ca regarding any content questions for the IEP template for school board/school usage.

Information regarding training sessions for school boards will follow shortly through the Regional Offices of the Ministry of Education.

School boards may also refer to *The Individual Education Plan (IEP) A Resource Guide* (2004) for additional information about developing IEPs. The Electronic Template has been modified from the template in the 2004 guide.

As the IEP contains personal identifying information of individual students, school boards are reminded of their responsibility related to the collection, use and release of personal information under the *Education Act* and the *Municipal Freedom of Information and Protection and Privacy Act* (MFIPPA) and the *Freedom of Information and Protection of Privacy Act* (FIPPA) in the case of Provincial Schools.

Thank you for your ongoing support of this initiative.



Bruce Drewett
Director

Original signed by

Bill Bryce
Regional Manager

cc: Kit Rankin, Director, Field Services Branch
Soussan Tabari, Director, Technology and Business Solutions