



**MEMORANDUM TO:** Directors of Education  
Supervisory Officers and Secretary-Treasurers  
of School Authorities  
Director of Provincial Schools  
Supervisory Officer of Centre Jules-Léger  
Chairs of Special Education Advisory Committees (SEAC)

**FROM:** Kevin Costante  
Deputy Minister

**DATE:** April 19, 2010

**SUBJECT:** **Instructions Regarding School Boards'/School Authorities'  
Plans for the Provision of Special Education Programs and  
Services, 2010**

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This is to advise you that as of this year, you will not be required to submit a special education plan to the ministry. However, you are required to ensure that a report is available to your community regarding the special education programs and services available to meet the needs of the students in your board. In preparing or amending this report, school boards and school authorities must continue to consult with their respective Special Education Advisory Committees (SEAC) as per *Regulation 464/97*.

As we continue to align special education planning with the board improvement planning process focussed on improving student achievement, this will be a transition year for school board special education reporting. However, in accordance with legislation and ministry policy on special education, school boards continue to be required to inform the public about their current special education programs and services and it is necessary that this information is accessible to all members of the board community.

Each school board must ensure that updated and comprehensive information regarding special education programs and services is made available to the community by the start of each school year. School boards are strongly encouraged to post the special education reports in a user-friendly format on their public websites.

A comprehensive report on special education programs and services should include information on the special education programs and services and coordination with other ministries or agencies as defined in *Standards for School Boards' Special Education Plans (2000)*. The attached Checklist (Appendix A) lists the components of a comprehensive special education report. For this year, you are required to submit a copy of the completed checklist to identify the components in your board's report to the regional office by September 1, 2010.

Information was recently sent from the Student Achievement Division to Directors of Education regarding revisions to the board improvement planning processes. As the achievement of students with special education needs is considered in the development, implementation and monitoring of the Board Improvement Plans for Student Achievement, you are encouraged to consult with your SEAC regarding these processes.

Please share copies of this memorandum with your superintendent responsible for special education. Any questions in regard to the special education reports should be directed to the Special Education Lead in your region.

Thank you for your continuing efforts to support students with special education needs.

Sincerely,

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Kevin Costante

<b>Components included in the Special Education Report for:</b>	
(District School Board/School Authority)	
<b>Special Education Programs and Services</b>	
Model for Special Education	<input type="checkbox"/>
Identification, Placement, and Review Committee (IPRC) Process	<input type="checkbox"/>
Special Education Placements Provided by the Board	<input type="checkbox"/>
Individual Education Plans (IEP)	<input type="checkbox"/>
Special Education Staff	<input type="checkbox"/>
Specialized Equipment	<input type="checkbox"/>
Transportation for Students with Special Education Needs	<input type="checkbox"/>
Transition Planning	<input type="checkbox"/>
<b>Provincial Information</b>	
Roles and Responsibilities	<input type="checkbox"/>
Categories and Definitions of Exceptionalities	<input type="checkbox"/>
Provincial and Demonstration Schools in Ontario	<input type="checkbox"/>
<b>Other Related Information Required for Community</b>	
Early Identification Procedures and Intervention Strategies	<input type="checkbox"/>
Educational and Other Assessments	<input type="checkbox"/>
Coordination of Services with Other Ministries or Agencies	<input type="checkbox"/>
Specialized Health Support Services in School Settings	<input type="checkbox"/>
Staff Development	<input type="checkbox"/>
Accessibility (AODA)	<input type="checkbox"/>
Parent Guide to Special Education	<input type="checkbox"/>
The Special Education Advisory Committee (SEAC)	<input type="checkbox"/>

Is the Special Education Report available on your board's public website?

Yes ☐ No ☐

Signature of the Director of Education

Date \_\_\_\_\_