

Ministry of Education

Learning and Curriculum
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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: Grant Clarke
Assistant Deputy Minister
Learning and Curriculum Division

DATE: April 16, 2013

SUBJECT: **Instructions Regarding Special Education Plans and Reporting Requirements on the Provision of Special Education Programs and Services**

The purpose of this communication is to provide clarification of the Ministry's expectations that every school board¹ maintain a Special Education Plan (plan), which shall be made available to the Ministry for review and publicly accessible, as per the requirements and components set out in *Regulation 306* and the *Standards for School Boards' Special Education Plans (2000)*. Additionally, this memorandum confirms the timing and content of school board Special Education Plans and the requirement to report on the provision of their special education programs and services.

Your board's 2013-14 Special Education Plan must include the components that are defined in the *Standards*, as well as the protocols established in PPM 149. In preparing, reviewing and updating the plan, school boards must continue to provide opportunities for their respective Special Education Advisory Committee (SEAC) to participate in the annual review of their Special Education Plan as per *Regulation 464/97*.

In addition, school boards will need to report on the provision of their special education programs and services provided during the 2012-2013 school year and provide a description of any variance, as necessary. Beginning in 2010, in an effort to reduce the administrative burden on boards, the ministry developed a checklist to report on the provision of special education services and streamline the electronic process for boards to submit their Special Education Plans to the ministry. The checklist attached as Appendix A has been updated and provided to assist boards and the ministry in identifying key components of a comprehensive Special Education Plan, as outlined in *Standards for School Boards' Special Education Plans (2000)*

¹ In this memorandum, school board(s) and board(s) refer to district school boards and school authorities.

<http://www.edu.gov.on.ca/eng/general/elemsec/speced/iepstand/iepstand.pdf>, and also requires boards to indicate components that have been amended in their 2013-14 plans.

Boards are asked to submit this checklist, along with the URL to the board's publicly accessible Special Education Plan, to the ministry. Boards continue to be required to submit a hard copy of their plan to the ministry for annual review in the event it is not available on a board's public website. Please submit the checklist and, if necessary, an electronic file or paper copy of the 2013-14 Special Education Plan to your regional office by July 31st, 2013.

As you are aware, special education planning is also included in the board improvement planning process focussed on improving student achievement. You are encouraged to continue consulting with your SEAC as you plan for the delivery of programs and services for students with special education needs through the development, implementation and monitoring of the Board Improvement Plans for Student Achievement.

The Ministry of Education is committed to improving the achievement and well-being of students with special education needs and while there have been updates to the submission process of the Special Education Plans, the importance of these plans and associated processes continue to be a priority.

Any questions in regard to the Special Education Plans and/or the checklist 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,

Original signed by

Grant Clarke
Assistant Deputy Minister
Learning and Curriculum Division

c: Chairs of Special Education Advisory Committees (SEAC)

<p align="center">Checklist</p> <p align="center"><i>Please submit to your regional office by July 31, 2013</i></p> <hr/> <p align="center">(District School Board/School Authority)</p>		
<div style="text-align: center;"> <p>Compliance with the <i>Standards for School Boards' Special Education Plans (2000)</i></p> </div>	<p align="center">Report on the provision of Special Education Programs and Services 2012-13</p>	<p align="center">Amendments to the 2013-14 Special Education Plan</p>
Special Education Programs and Services		
Model for Special Education	<input type="checkbox"/>	<input type="checkbox"/>
Identification, Placement, and Review Committee (IPRC) Process	<input type="checkbox"/>	<input type="checkbox"/>
Special Education Placements Provided by the Board	<input type="checkbox"/>	<input type="checkbox"/>
Individual Education Plans (IEP)	<input type="checkbox"/>	<input type="checkbox"/>
Special Education Staff	<input type="checkbox"/>	<input type="checkbox"/>
Specialized Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Transportation for Students with Special Education Needs	<input type="checkbox"/>	<input type="checkbox"/>
Transition Planning	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Information		
Roles and Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Categories and Definitions of Exceptionalities	<input type="checkbox"/>	<input type="checkbox"/>
Provincial and Demonstration Schools in Ontario	<input type="checkbox"/>	<input type="checkbox"/>
Other Related Information Required for Community		
The Board's Consultation Process	<input type="checkbox"/>	<input type="checkbox"/>
The Special Education Advisory Committee (SEAC)	<input type="checkbox"/>	<input type="checkbox"/>
Early Identification Procedures and Intervention Strategies	<input type="checkbox"/>	<input type="checkbox"/>
Educational and Other Assessments	<input type="checkbox"/>	<input type="checkbox"/>
Coordination of Services with Other Ministries or Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Specialized Health Support Services in School Settings	<input type="checkbox"/>	<input type="checkbox"/>
Staff Development	<input type="checkbox"/>	<input type="checkbox"/>

<div style="text-align: center;">  <p>Compliance with the <i>Standards for School Boards' Special Education Plans (2000)</i></p> </div>	<p>Report on the provision of Special Education Programs and Services 2012-13</p>	<p>Amendments to the 2013-14 Special Education Plan</p>
<p>Accessibility (AODA)</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Parent Guide to Special Education</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p><i>Where programs and services have not provided as outlined in the 2012-13 Special Education Plan, please provide a description of the variance:</i></p>		

Additional Information:	
<p>Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149) posted on school board website.</p>	<p><input type="checkbox"/></p>
<p>Special education is included in our ongoing self-improvement with respect to the Board Improvement Plan for Student Achievement.</p>	<p><input type="checkbox"/></p>

Document:	Format:	Please indicate the URL of the document on your website (if applicable)
<p>Special Education Plan</p>	<p><input type="checkbox"/> Board Website <input type="checkbox"/> Electronic file <input type="checkbox"/> Paper copy</p>	
<p>Parent Guide to Special Education</p>	<p><input type="checkbox"/> Board Website <input type="checkbox"/> Electronic file</p>	
<p>Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149).</p>	<p><input type="checkbox"/> Board Website <input type="checkbox"/> Electronic file</p>	

<p>Name of the Director of Education</p> <p>_____</p>	
<p>Signature of the Director of Education</p>	<p>_____</p> <p>Date</p>