

Ministry of Education

Special Education Policy
and Programs Branch
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Ministère de l'Éducation

Direction des politiques et des
programmes de l'éducation
de l'enfance en difficulté
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MEMORANDUM TO: Directors of Education
Supervisory Officers Responsible for Special Education
Secretary-Treasurers of School Authorities
Director of Provincial Schools Branch

FROM: Barry Finlay, Director
Special Education Policy and Programs Branch

Demetra Saldaris, Regional Manager
Toronto and Area Regional Office

DATE: April 5, 2012

SUBJECT: Individual Education Plans (IEP): 2011-2012 Internal Review

Effective Individual Education Plans (IEPs) are an important tool to support the success of students with special education needs. Results of recent consultations held by the Ministry on IEPs have shown that most district school boards are conducting their own internal IEP reviews and have indicated a preference to continue with this practice. The Ministry builds upon this practice as a basis for the 2011-2012 internal IEP review.

School boards, school authorities and provincial/demonstrations schools will conduct an internal review of IEPs. The purpose of this review is to assess the progress made since the 2006-2007 Collaborative IEP Review in adopting the key elements of the 2000 IEP Standards. The Ministry is also asking boards to share effective practices that have contributed to their progress as well as any future activities planned to promote continuous improvement.

School boards, school authorities and provincial/demonstration schools are being asked to establish an Internal IEP review team and designate an IEP team lead. The internal IEP team could be comprised of a supervisory officer responsible for special education, a system program lead for IEPs (coordinator, system principal, consultant), a school principal (elementary or secondary), a teacher, a representative from the Special Education Advisory Committee and a parent and/or student representative. It is recommended that one person from the school board, school authority and provincial and/or demonstration school be designated as the IEP review lead. This individual should review all material prior to the team being established, and will be responsible for completing the "Internal Individual Education Plan Review Report: 2011- 2012" and submitting it electronically.

A Webinar is posted on e-Community Ontario to guide the IEP team with overview material and the methodology to conduct the internal IEP review. Teleconferences will be organized by staff from the Special Education Policy and Programs Branch in collaboration with the Regional Offices to answer any questions IEP team leads may have after reviewing the Webinar and the internal review IEP material (participation is optional based on board needs).

After conducting their internal IEP review, IEP team leads are asked to transmit the results of the internal review to the Ministry by completing a survey by June 29th, 2012.

The Ministry will produce and release a provincial trends report based on the results submitted by school boards, school authorities and provincial and demonstration schools. The results will inform next steps.

The following chart summarizes the 2011-2012 internal review process:

Components of the Review	Timeline	Ministry Roles and Responsibilities	District School Boards (DSBs) /Provincial/Demonstration Schools Roles and Responsibilities
Planning	April 2012	<ul style="list-style-type: none"> • Provide 2011-12 Internal IEP Review-resources • Provide training through a webinar 	<ul style="list-style-type: none"> • Establish an IEP team and date(s) to conduct the internal review • Register for e-Community Ontario • Review material on e-Community Ontario • Review Webinar
Implementation	April-June 2012	<ul style="list-style-type: none"> • Schedule Regional Teleconferences 	<ul style="list-style-type: none"> • Participate in teleconference (if needed, optional) • Conduct internal IEP reviews • Submit, electronically, the Internal Individual Education Plan Review Report (June 29th, 2012)
Sharing results	Fall 2012	<ul style="list-style-type: none"> • Release provincial findings/trends report and next steps • Collect effective practices and resources 	<ul style="list-style-type: none"> • Share findings with Special Education Advisory Committees • Submit effective practices and resources

e-Community Ontario:

An e-Community has been established for this review. ***Please indicate the IEP Review Team Lead on the attached spreadsheet. An email will be sent to the lead with further instructions to carry out the review.***

Regional Teleconferences:

Regional teleconferences have been scheduled should you have questions about the review and the material. These teleconferences are not mandatory. Please submit your questions to your Regional Office Special Education Lead prior to the teleconference date and confirm your participation.

Region	Date	Education Officer
Barrie	April 23, 2012 10:00-11:00 a.m.	Len Godin (705) 725-7499 len.godin@ontario.ca
London	April 12, 2012 10:00-11:00 a.m.	Janet Penner (519) 667-2026 janet.penner@ontario.ca Joan Fallis joan.fallis@ontario.ca (519) 667-2017
Ottawa	April 17, 2012 10:00-11:00 a.m.	Glenda Stevenson (613) 225-9210 x168 glenda.stevenson@ontario.ca
Sudbury/North Bay	May 10, 2012 10:00-11:00 a.m.	Jim White (705) 497-6887 jim.white@ontario.ca
Thunder Bay	May 1, 2012 10:00-11:00 a.m.	Bob Greer Bob.greer@ontario.ca (807) 474-2992
Toronto	April 20, 2012 10:00-11:00 a.m.	Joanna Roberto (416) 325-6098 joanna.roberto@ontario.ca
Provincial/Demonstration Schools	May 15, 2012 10:00-11:00 a.m.	English-Christine Riedel 416-314-8454 christine.riedel@ontario.ca

Instructions for teleconferences are as follows:

Toll free dial-in number: 1-866-500-5845

Local dial-in number: 416-212-8014

Conference ID: 7145807#

Adobe Connect: <http://conn-o.osapac.org/xu/1/>

"Principals Want to Know" Special Education Tip Sheets

"Principals Want to Know" is a series of tip sheets for principals to support their instructional leadership practice. It responds to a request by principals to assist with focusing resources on practical issues they are facing in schools. Each tip sheet features a question from a principal and then provides tips for success. The tips are drawn from existing resource materials available through the ministry. Links are provided to websites and a resource list is provided at the end for further reading. Special Education Policy and Programs Branch has created three tip sheets based upon feedback from leaders across the province to support Individual Education Plans. These tip sheets are part of a larger series of tip sheets for principals that are made available through the Ontario Institute for Education leadership and posted at <http://ontarioeducationleaders.ning.com>.

The three Individual Education Plan themes are:

- Individual Education Plans: Principals' Roles and Responsibilities:
- Identification, Placement, Review Committee and Individual Education Plans: and
- Individual Education Plans Development and Implementation: Shared Solutions.

These tip sheets are posted on the Ministry website at:

<http://www.edu.gov.on.ca/eng/policyfunding/leadership/principalsWanttoKnow.html>

Thank you for your ongoing support.

Original signed by

Barry Finlay



Demetra Saldaris

c: Chair of the Special Education Advisory Committee (SEAC)