

## **ADMINISTRATIVE PROCEDURES**

<b>SUBJECT:</b>	<b>IDENTIFICATION PLACEMENT AND REVIEW COMMITTEES</b>
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### **PREAMBLE**

In accordance with Regulation 181/98 of the Ministry of Education, the following administrative procedures have been developed to guide schools through the process of identification, placement and review of exceptional students. **Detailed information regarding Identification Placement Review and Committees and Appeals can be found in the Education Act and Special Education: A Guide for Educators (Ministry of Education document).**

The Lambton Kent District School Board has established school-based and central Identification Placement Review (IPRC) Committees. Students being considered for central programs will be referred to a Central IPCR Committee. A committee is composed of at least three persons, one of whom must be a principal or supervisory officer of the board (or their designate).

### **ROLE OF THE PRINCIPAL**

#### **Initial IPCR**

- 1.0 A copy of the Parent Guide outlining procedures for the IPCR **must** be provided to the parent/guardian at the time of referral.
- 2.0 A principal may refer a student to an IPCR.
- 3.0 Upon the **written** request of a parent/guardian, the principal must refer a youth to an IPCR. Within 15 days of the referral written notice must be provided to the parent/guardian advising them of approximately when the IPCR will meet. A copy of the Parent Guide outlining procedures for the IPCR must also be provided to the parent/guardian.
- 4.0 The principal will co-ordinate the preparation of the referral and submit the appropriate documentation to the Student Support Services Coordinator designated for the school area.
- 5.0 For initial identification or placement, notification of the time and place of the IPCR will be mailed to the parent/guardian's home by the Student Support Services Coordinator. The principal (or designate) should make every effort to ensure that the parent/guardian is aware of the IPCR meeting by receiving the letter indicating if the parent/guardian will or will not attend, or by calling the parent/guardian 2 to 3 days prior to the meeting.

**Annual Review**

- 6.0 The principal shall ensure that a review of identification and placement will be held for each exceptional student once each school year. Reviews will usually be scheduled between February and May. A review may occur by written request of a parent/guardian or principal after three months in a placement.
- 7.0 If the recommendation is to continue the current identification and placement, a copy of the letter of invitation to attend the annual review will be mailed to the parent/guardian by the principal. If a parent/guardian waives their right to attend the IPRC, the parent/guardian's signature indicating a waive of the meeting will be filed in the OSR and a copy will be sent to the Central Office. If the parent/guardian does not waive in writing, the IPRC meeting will proceed.
- 8.0 If the parent/guardian does not waive the meeting in writing, the principal will notify the parent/guardian of the date and time of the meeting. The principal (or designate) will chair the IPRC meeting and will complete a Statement of Decision. A copy of the Statement of Decision form will be filed in the OSR, and a copy will be sent to the Central Office.
- 9.0 If a change in identification or placement is recommended, the principal will notify the Student Support Services Coordinator, who will send a letter of invitation to the parent/guardian and chair the meeting (except for Grade 8 to 9 change of placement).

**General Information**

- 10.0 The principal will share with the parent/guardian all documentation submitted to the IPRC prior to the initial or review meeting.
- 11.0 As soon as possible after the meeting, chaired by the principal, a written statement (Statement of Decision) will be sent to the parent/guardian indicating the IPRC decision regarding identification and placement. If not already signed, the parent/guardian will be asked to sign approval for the decision and to return one copy to the school (for initial or change IPRC's only).
- 12.0 The principal will ensure that the Statement of Decision will be retained in the OSR and one copy sent to the Central Office.
- 13.0 The principal shall ensure that an Individual Education Plan (I.E.P.) is prepared within thirty school days of the first day of the start of a new school year. Where the student placement begins on a date other than the first day of the new school year, the I.E.P. will be completed within thirty school days of the beginning of the placement.
- 14.1 When receiving exceptional students from outside of the Lambton Kent District School Board the principal should:
  - 14.2 Examine the OSR and convene a School-based Team meeting to discuss the pupil.
  - 14.3 With the school team, determine the suitability of an in-school placement.
  - 14.4 Forward to the Student Support Services Coordinator:
    - Record from the first determination by IPRC
    - Record of the most recent IPRC review
    - Most recent educational assessment
    - Most recent psychological assessment
    - Any other relevant documentation
  - 14.5 Contact the Student Support Services Coordinator to arrange an IPRC for students requiring placement in central programs.

**LOCATION OF IPRC MEETINGS**

- 1.0 IPRC Meetings may be conducted in person or virtually.
- 2.0 Meetings for students being referred to an IPRC for consideration of a placement in a program offered at their home school will be held at the home school.
- 3.0 Meetings for IPRC's which could place a student in a central program will be held at the home school or the receiving school, whichever is deemed appropriate.
- 4.0 IPRC Meetings for students moving from an elementary to secondary school register will be held at the receiving secondary school.

**ROLE OF THE STUDENT SUPPORT SERVICES COORDINATOR**

- 1.0 For those meetings that involve the Student Support Services Coordinator, the Student Support Services Coordinator will review the documentation supplied and contact the school principal to establish a date for the meeting. Every attempt will be made to find a time mutually convenient for the parent/guardian and the committee.
- 2.0 The Student Support Services Coordinator will chair the IPRC's for initial (or change in) identification or placement (except for Grade 8 to 9 change of placement), and at the request of the principal.
- 3.0 At least ten days prior to the meeting, the Student Support Services Coordinator will mail a letter of invitation to the parent/guardian. If no reply is received by the school 2 or 3 days before the established date, the parent/guardian should be contacted by phone by the principal (or designate). If the parent/guardian is unable to attend the meeting, it will proceed.
- 4.0 For Central IPRC's the Student Support Services Coordinator will prepare the agenda for meetings and distribute to committee members at least one week prior to the meeting.
- 5.0 Following a school-based or central IPRC chaired by the Coordinator, the written statement to the parent/guardian indicating the IPRC decision regarding identification and placement will be sent from the Central Office.

Implementation Date: April 12, 2000

Revised: September 15, 2004, April 1, 2008, March 5, 2013, May 29, 2017,  
February 7, 2022, and October 16, 2023

Reference: Education Act and Regulations



## Lambton Kent District School Board

Chatham Regional Education Centre  
476 McNaughton Avenue East, Box 1000, Chatham N7M 5L7  
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200 Wellington Street, Box 2019, Sarnia, N7T 7L2

### IDENTIFICATION, PLACEMENT AND REVIEW COMMITTEE STATEMENT OF DECISION

#### Section A - STUDENT DATA

Student Name

School

Grade

Parent/Guardian

911 Address

Student Id #

Principal

Birth Date

Phone

#### Section B - RECOMMENDATIONS AND CONSENT

##### RECOMMENDATIONS OF THE COMMITTEE (to be completed by Chair of IPRC)

I.P.R.C. Date

Date of Notification to the Board:

I.P.R.C. Results Identified  Exceptionality

Confirmed

Placement

Placement Start Date

##### Committee members:

Chair

Others Present

#### CONSENT - ONLY REQUIRED FOR NEW OR CHANGE DECISIONS

(to be completed by Parent/Guardian or Adult Student)

I agree  disagree  with the identification of the above named student.

I agree  disagree  with the recommended placement of the above named student.

Parent / Guardian / Student 16 or Older Signature

Date

#### Section C - DISCUSSIONS OF THE COMMITTEE

##### Reason for placement

##### Strengths

##### Needs

##### Recommendations

PARENTS/GUARDIANS have the right to request a meeting with the Identification, Placement and Review Committee (IPRC) to discuss the decisions of the IPRC. The request for such must be received by the Principal prior to the Date of Notification to the Board.

**Is Specialized Transportation Required?**

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