



# **Distance Learning: Identification, Placement and Review Committee (IPRC) Process**

## **SPRING 2020**

## INTRO/GUIDELINES AND PURPOSE/COLLABORATIVE PLANNING

Annual Reviews of Identification and/or Placement allow parents/guardians (and students if over 16) to review the specific identification and/or placement, with a focus on strengths and needs to ensure they are still the best capture of these areas for the next school year. Despite school closures, this process is still an important framework to engage with families, but will require some unique conditions to be able to manage them efficiently and effectively, including a secure virtual platform to host them and share documentation for signature. Parents/guardians have the right to choose not to participate in an Annual Review.

IPRCs for the 2020-2021 school year commenced prior to COVID-19 related school closures. As of March Break, approximately 9% of annual IPRCs were completed. At that time we took a pause on IPRC meetings as the team has worked through securing a virtual platform ensuring compliance with privacy legislation. Case conferences and the inclusion of family voice are important components to the IPRC decision making process. Robust discussions with families regarding placements and programs have continued setting the foundations for IPRCs.

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### IMPORTANT INFORMATION ABOUT TIMING:

In order to ensure that Parents/Guardians are provided with sufficient notice of the IPRC meeting, the Notice of the IPRC must be sent by mail or email to the address on record at least 16 days prior to the IPRC meeting. The IPRC Notice Letter must indicate the date and time of the meeting, as well as provide the details of how the meeting can be attended by the family.

The 16 day timeline is the minimum notice requirement to ensure families have time to make arrangements to participate. However, it is noted that families may agree to abridge any timelines if they feel it is in their interests to do so. Absent written agreement with the family to abridge timelines, please ensure to send out IPRC Notice Letters at least 16 days prior to any meeting to avoid any notice issues.

#### **Important Reminders about IPRCs:**

- “A board shall appoint three or more persons to each committee that it establishes”. *O. Reg. 181/98, s. 11 (1).*
- The Parent/Guardian Guide should be made available to all parents/guardians:  
<https://drive.google.com/file/d/1DIG86Ph1TWatWGnI-E627jIcrKFt9LX3/view?usp=sharing>

## **IPRC/ANNUAL REVIEW OF IDENTIFICATION AND/OR PLACEMENT PLANNING - Thinking In Tiers**

Some IPRCs & Annual Reviews of Identification and/or Placement are more complex than others, involving detailed conversations and support personnel. Our recommendation is to focus on the most simple IPRCs/ Reviews first, and then move to those requiring more time and participants. We recommend the following tiered approach:

### **1st Tier:**

- IPRC Annual Reviews for students who have Accommodations only and Placement is NOT changing for next year
- Initial IPRCs for students who will have Accommodations only and Placement is Regular Class with Indirect Support

### **2nd Tier:**

- IPRC Annual Reviews for students who have Accommodations/Modifications/ Alternative Curriculum and Placement is NOT changing for next year
- Initial IPRCs for students who will have Accommodations/Modifications and Placement is Regular Class with Indirect Support

### **3rd Tier:**

- IPRC Annual Reviews for students whose placement is CHANGING for next year, placement is confirmed by Facilitator and parents/guardians are in agreement with change
- Priority will be given to students moving into grade 9 to ensure connection with secondary teams
- Initial IPRCs for students whose placement is CHANGING for next year, placement is confirmed by Facilitator and parents/guardians are in agreement with change
- Previous communication and discussions should already have been had with parent/guardian prior to IPRC

### **4th Tier:**

- IPRC Annual Reviews for students whose placement is changing for next year, placement is confirmed by Facilitator but parents/guardians may have additional questions/concerns
- Initial IPRCs that may require further dialogue and discussion to confirm plan for next school year
- Previous communication and discussions should already have been had with parent/guardian prior to IPRC

### **5th Tier:**

- Any outstanding IPRCs

## PARENT/GUARDIAN MAY CHOOSE NOT TO PARTICIPATE IN ANNUAL IPRC:

Some parents/guardians may choose not to participate in an Annual Review

- “A parent of the pupil gives a written notice dispensing with the annual review to the principal of the school at which the special education program is being provided.” O. Reg. 181/98, s. 21 (4)
- If we are not proceeding with a review, we must ensure that the written notice from the family clearly expresses their desire not to proceed.
- While parents/guardians may decide not to participate in the Annual IPRC, it is important that they still feel connected to the school and that they understand the plan in place to support the identification and placement of their child.
- Parents/guardians choosing this option should still be invited to provide input into the strengths/needs listed on the IEP
- It is also important that the steps taken to arrive at this decision are documented in the consultation log and that the typical school forms are used.
- In circumstances where the family is choosing not to participate, DDSB may still proceed with the review if deem it necessary to do so. In those cases, school should confirm the same in writing to the family.

## ANNUAL REVIEW OF IDENTIFICATION AND/OR PLACEMENT PROCESS:

- Make a copy of the Google Form: Annual Review of Identification and/or Placement Survey; this allows you to collect responses from just your school community (essential for student/family privacy)-link: <https://forms.gle/Su8kX8GaAkUJSKrq7>
- Distribute via email this new Google Form to all parents/guardians of **already identified students** to collect requests to participate in Annual Reviews of Identification and/or Placement for 2020; include a body paragraph that indicates deadline for responses. *Note: Initial IPRCs DO NOT follow this process*
- Extract the information into a Google Sheet and use the details to schedule the Annual Reviews
- Notify parents/guardians of their scheduled date/time for the virtual meeting using Adracare (letter provided) or teleconference (adjust letter) [https://docs.google.com/document/d/1pQdPhfj1Ry0BwGSUjBxVx3wdgPKVT\\_QbjCs2vWs9KM/edit?usp=sharing](https://docs.google.com/document/d/1pQdPhfj1Ry0BwGSUjBxVx3wdgPKVT_QbjCs2vWs9KM/edit?usp=sharing) -NOTE: download a copy of the letter to edit for each scheduled Review
- An important reminder: When schools are co-ordinating video conferencing meetings with Professional Services Staff for the purpose of discussing students, the educator organizing the meeting must get informed consent from caregivers to use this specific type of Virtual Service.
- For each scheduled IPRC (Review) follow the steps outlined below to ensure accurate documentation. This will be important should there be any future questions, concerns or considerations about the decisions made at the IPRC (Review).

## INITIAL IDENTIFICATION, PLACEMENT AND REVIEW COMMITTEE (IPRC) CONSIDERATIONS

### DOCUMENTING CONSULTATION

- Students who will be newly identified through the IPRC process, will require more time and attention to ensure parents/guardians understand the purpose and process
- Be sure to provide parents/guardians with the Guide to Special Education in advance of the IPRC so they can be prepared with questions and understand what will happen
- Any conversations prior to the IPRC about the plan or process should be documented

### IPRC (INITIAL) PROCESS

- Notify parents/guardians of their scheduled date/time for the virtual meeting using Adracare (letter provided) or teleconference (adjust letter) [docs.google.com/document/d/1pQdPhfj1Ry0BwGSUjBxVx3wdgPKVT\\_QbJjCs2vWs9KM/edit?usp=sharing](https://docs.google.com/document/d/1pQdPhfj1Ry0BwGSUjBxVx3wdgPKVT_QbJjCs2vWs9KM/edit?usp=sharing) -NOTE: download a copy of the letter to edit for each scheduled Review; each student will need one with specific relevant details
- Ensure staff participating as members of the IPRC are trained in Adracare platform
- For each scheduled IPRC (Review) follow the steps outlined below to ensure accurate documentation. This will be important should there be any future questions, concerns or considerations about the decisions made at the IPRC (Review).

### CASE CONFERENCE

- A case conference is an important opportunity to bring together family, school team, Inclusive Student Services team, and community agencies or supports to make every effort to understand a child's strengths and needs.
- This can be done in advance of an IPRC, or at any time where the student is struggling as a solutions-focused discussion.

### IPRC

- An initial IPRC is a big step for many families. It is important to take them through the process itself, the legislation that guides it, and the implications an IEP has for supporting their child's educational program.
- The bulk of the discussion about strengths and needs should be held in advance of the actual IPRC, allowing the meeting to be the finalizing of details or any last minute questions. Adracare can be used for meetings that involve ISS team members, schools and families to ensure privacy and security.

## FACILITATING AN IPRC THROUGH VIRTUAL FORMAT

### Before the IPRC

- Power TPM: select that the parents/guardians agree to identification and placement, print the IPRC to .pdf and save to Google Drive or One Drive. This .pdf will be uploaded into Adracare before meeting starts
- Have **IPRC Summary Sheet** ready, you will need to make a copy for each student.
- Link: [drive.google.com/file/d/1FKXChnSdPFssjXqJfHX1u3lC1gGEv5r1/view?usp=sharing](https://drive.google.com/file/d/1FKXChnSdPFssjXqJfHX1u3lC1gGEv5r1/view?usp=sharing)

### During the IPRC

- Be sure to take the time to introduce all members of the group in attendance and their role. Parents/guardians need to feel this connection, particularly at this time when their experiences at home may be challenging and emotional
- Explain what will happen in the IPRC (Review) and that it will be as similar as possible to the in-person format, but to ensure security of documents and privacy, Adracare is necessary as a virtual platform. Be sure to identify who is doing what role (eg notetaker, Chairperson, etc.).
- Complete the IPRC Summary Sheet to document the meeting details. Be sure to record any technical difficulties as well as any important conversation points.
- Printed copies will need to be shared at a later date. A digital signed copy should be shared with both school and family for their records.

### After the IPRC

- Power TPM: finalize the IPRC in Power TPM even if parents do not attend IPRC (same day)
- Parents/guardians must be provided with a Statement of Decision; mailing them is the best option and should be done as soon as possible.