



Identification Placement  
and  
Review Committee  
(IPRC)  
Parent Guide  
January 2016

# Table of Contents

|  |       |
|--|-------|
| <b>Section A</b>   |       |
| What is the purpose of the Identification, Placement and Review Committee Guide?       | 3     |
| What is an IPRC?   | 3     |
| What is an exceptional student?  | 3     |
| How is an IPRC meeting initiated?  | 4     |
| Who attends the IPRC meeting?  | 4     |
| What if the parent is unable to attend the IPRC meeting?                               | 5     |
| What happens at an IPRC meeting?   | 5     |
| What will an IPRC consider in making its placement decision?                           | 6     |
| What will the IPRC's written statement of decision include?                            | 6     |
| What happens when parents agree with the recommendations from the IPRC?                | 6     |
| What if parents disagree with the IPRC recommendations?                                | 7     |
| What happens in preparation for the special education appeal?                          | 8     |
| What does an IPRC yearly review consider and decide?                                   | 9     |
| <b>Section B</b>   |       |
| What special education programs are available?   | 10    |
| Definitions of Terms   | 10    |
| Types of Programs and Placements   | 10-11 |
| What other services are available?   | 11    |
| <b>Appendix A</b>  |       |
| What you should know about the identification, placement, and review committee process | 12-13 |
| Notes  | 14    |

## Section A

### **What is the purpose of the Identification, Placement and Review Committee Guide (IPRC)?**

The purpose of the guide is to provide information about the Identification, Placement and Review Committee (IPRC). It also sets out the procedures involved in identifying a pupil as exceptional, deciding the pupil's placement or appealing such decisions if the parent does not agree with the IPRC decision.

### **What is an IPRC?**

Ontario Regulation 181/98 defines the committee as a Special Education Identification, Placement and Review Committee. The Regulation outlines the requirements and procedures under which such Board-appointed committees must operate. The committee consists of at least three people one of whom must be a school principal or a supervisory officer employed by the Superior-Greenstone District School Board (SGDSB).

The main purpose of the committee is:

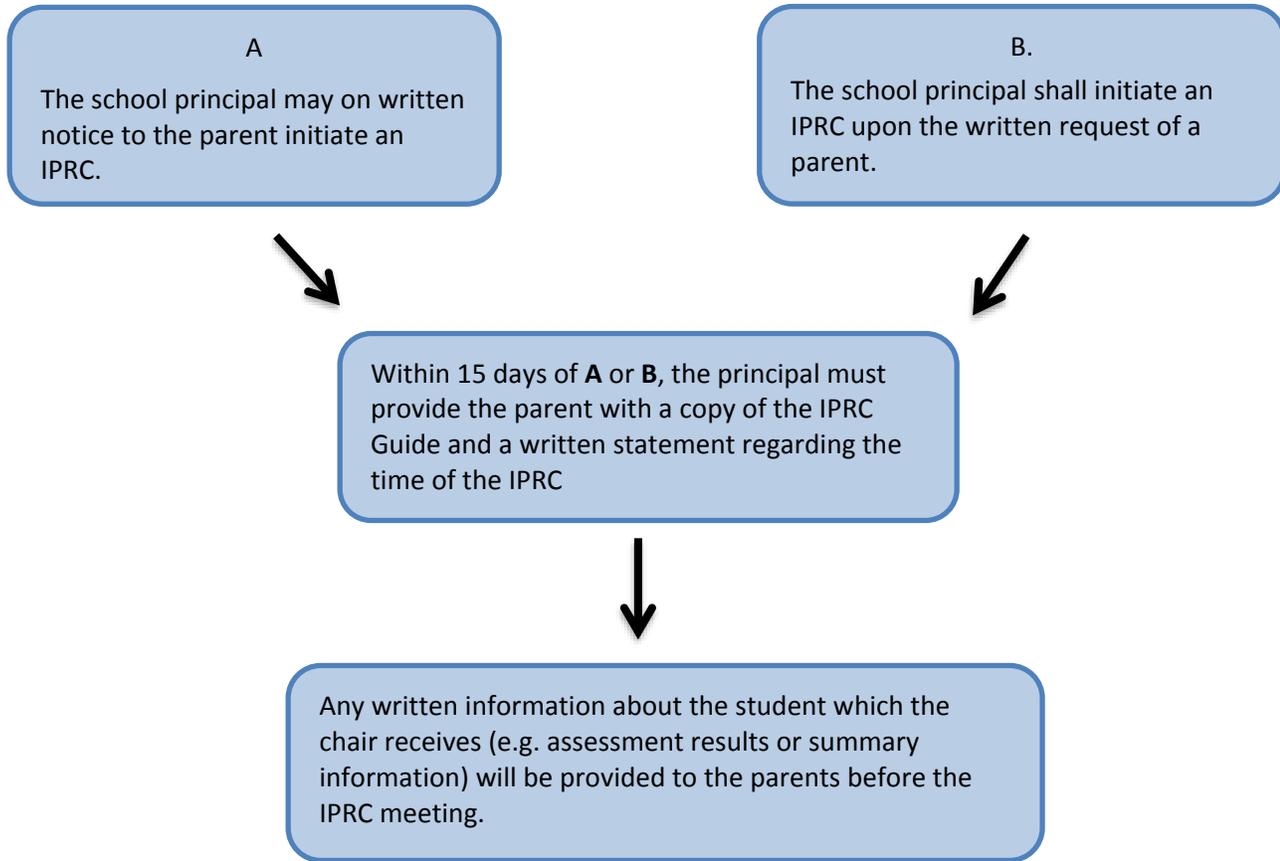
- to determine whether the student is exceptional
- to identify strengths and needs
- to identify areas of exceptionality, according to the categories and definitions of exceptionalities provided by the Ministry of Education
- to recommend placement for a student deemed as exceptional along the continuum from regular program within the community school to more specialized placements
- to review the identification and placement of the student at least once in each school year

### **What is an exceptional student?**

**The *Education Act* defines an exceptional pupil as one:**

“Whose behavioural, communication, intellectual, physical, or multiple exceptionalities are such that he/she is considered to need placement in a special education program by a committee.”

## How is an IPRC meeting initiated?



## Who attends the IPRC meeting?

- the parent/guardian\*\*
- the principal of the child's school
- staff such as the child's teacher, learning support services personnel, or other qualified professionals who may provide further information or clarification
- a parent's representative (a person who speaks on behalf of the parent or child)
- an interpreter, if one is required (a request should be made to the principal of the child's school)
- the child (if appropriate or if 16 years of age or over)

Not all individuals listed above will be in attendance at all IPRC meetings.

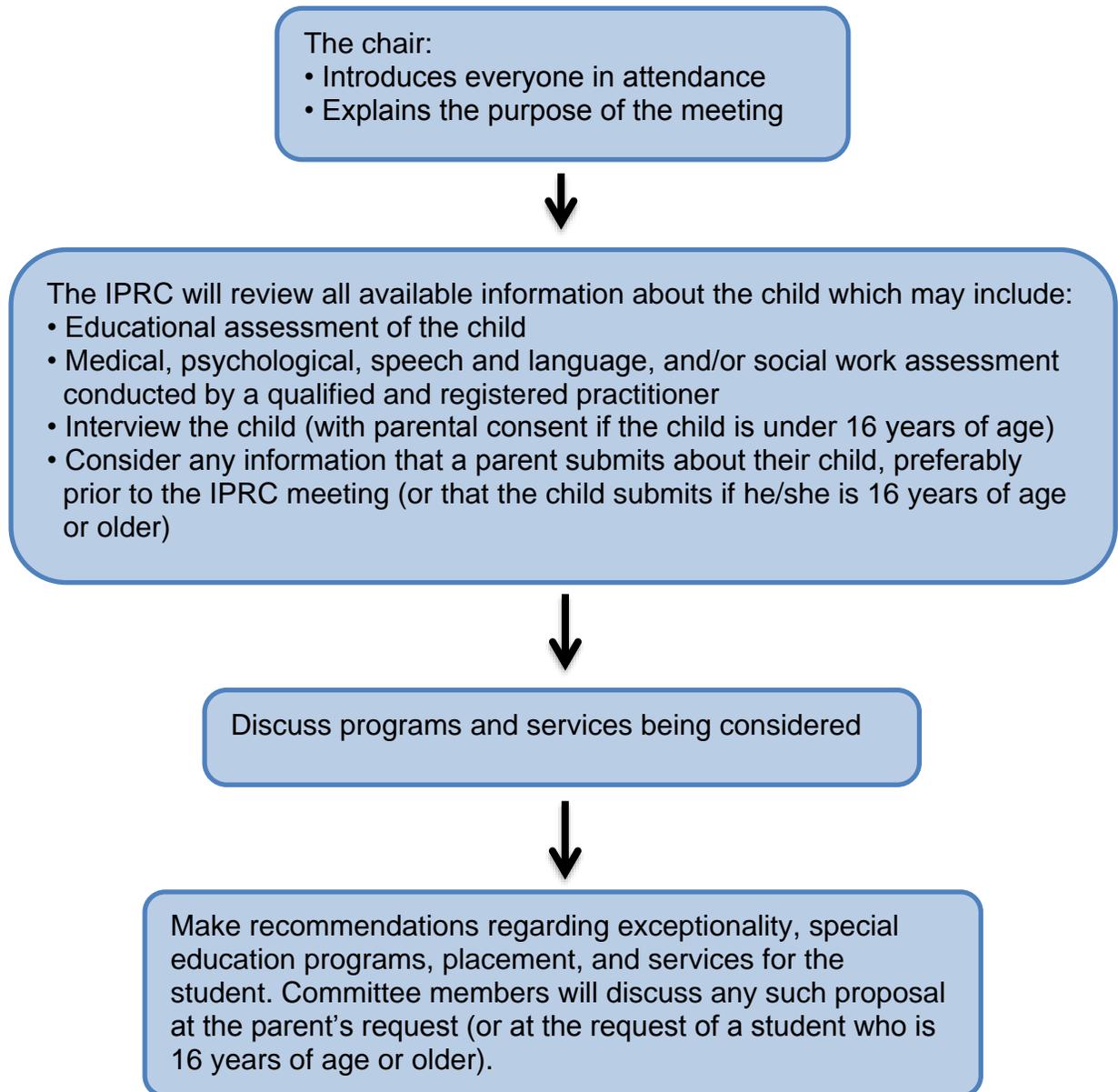
**\*\*Please note: throughout this guide any reference to parent also includes the child's guardian**

## What if the parent is unable to attend the IPRC meeting?

Parents are encouraged to attend the IPRC meeting and confirm attendance with the principal.

|                                     |   |
|-------------------------------------|---|
| <b>Date inconvenient for parent</b> | The principal will try to arrange an alternate date and time.   |
| <b>Parents elect not to attend</b>  | The IPRC's written statement of decision and any recommendations regarding special education programs and services will be forwarded to parents as soon as possible following the IPRC meeting for consideration and signature. |

## What happens at an IPRC meeting?



## **What will an IPRC consider in making its placement decision?**

Before placement in a specialized program class, the IPRC must first consider placement in a regular class with appropriate special education services.

- Will the child's needs be met in a regular class setting with appropriate special education services?
- Is this consistent with parental preferences?
- If the answer to these questions is yes, then the committee will decide in favour of placement in regular class with appropriate special education services.
- If the committee recommends that the child be placed in a specialized program, the reasons shall be recorded as a written statement on the Determination Record.

## **What will the IPRC's written statement of decision include?**

- State whether the IPRC has identified the child as exceptional.
- A list the child's strengths and needs
- Recommendations regarding a special education placement and program
- The reason(s) for the decision to place the child in a special education class

## **What happens when parents agree with the recommendations from the IPRC?**

- Parents sign the Determination Record indicating their agreement with the identification and placement decisions that have been made
- Staff begin the development of an Individual Education Plan (IEP) and ensures there is parental consultation

## What if parents disagree with the IPRC recommendations?

Parent does not agree with either the identification and/or placement decision made by the IPRC



The parent should not sign the statement of decision. The parent may:



Within 15 days of the receiving the statement of decision, request a second meeting with the committee by providing a written notice to the chair of the IPRC



A second meeting is held following the same steps as outlined on Page 4 of this guide.



If after the second meeting there is agreement, the parent should sign the statement of decision. No further meetings are required until the annual review of the statement of decision

OR



Within 30 days of receiving the decision from the first meeting, the parent may file a written notice of appeal with the Secretary of the Board (see Page 6 for a description of a notice of appeal)



If a parent does not agree with the IPRC decision, and there is no written notice of appeal filed within the timelines, the principal will implement the IPRC decision



If after the second meeting there is disagreement, the parent may file a notice of appeal with the Secretary of the Board within 15 days of receiving the decision from the IPRC meeting

A notice of appeal must:

- Indicate the decision with which the parent disagrees.
- Include a statement which details the reasons for disagreeing.

In matters regarding appeals, days are calendar days.

## What happens in preparation for the special education appeal?

|                  |   |
|------------------|---|
| <p><b>1</b></p>  | <p>The Board establishes a Special Education Appeal Board (SEAB) to hear the appeal. Members of the Appeal Board will be composed of three persons who are not working at the school where the student attends under appeal:</p> <ul style="list-style-type: none"> <li>• One member is selected by parents</li> <li>• One member is selected by the Board</li> <li>• The chair is jointly selected by these two representatives</li> </ul> <p>Members of SEAB shall be named within 15 days receipt of the parent's written notice of appeal to the Director of the Board.</p> |
| <p><b>2</b></p>  | <p>The chair of the SEAB arranges meeting at a convenient time and place, to occur no later than 30 school days after he/she has been appointed chair. Parents and Board staff can consent in writing for the meeting to be held at a later date.</p>   |
| <p><b>3</b></p>  | <p>The SEAB receives and reviews material from the IPRC meeting (i.e. record of committee proceeding, statement of decision, any reports, assessments, or other documents considered by the committee) and may interview individuals who may be able to contribute information about the matter under appeal.</p>   |
| <p><b>4</b></p>  | <p>Parent and child (if 16 years of age or older) are entitled to be present and participate in all discussions.</p>  |
| <p><b>5</b></p>  | <p>Any person who, in the opinion of the chair, may contribute to matters under appeal shall be invited to the meeting.</p>   |
| <p><b>6</b></p>  | <p>The SEAB must make its recommendations within three days of the meeting. It may:</p> <ul style="list-style-type: none"> <li>• Agree with the IPRC and recommend that the decision be implemented</li> <li>• Disagree with the IPRC and make a recommendation to the Board about the child's identification and/or placement</li> </ul>   |
| <p><b>7</b></p>  | <p>The SEAB will report its recommendations in writing to the parent, the IPRC chair, the principal of the school where the child is placed, and the Board. The report will state the reasons for its recommendations.</p>  |
| <p><b>8</b></p>  | <p>The chair of the SEAB will present the recommendations to an in camera meeting of the Board. Parents will have the opportunity to hear the deliberations of the Board.</p>   |
| <p><b>9</b></p>  | <p>Within 30 days of receiving the SEAB's written statement, the Board will decide what action it will take regarding the recommendations.</p>  |
| <p><b>10</b></p> | <p>A parent may accept the decision of the Board or request a hearing by the Ontario Special Education Tribunal in writing to the Secretary of the Special Education Tribunal. Information about making an application to the tribunal will be included with the Board's decision.</p>  |

***What does an IPRC yearly review consider and decide?***

- Progress of the child in relation to his/her IEP
- Same type of information originally considered by the IPRC and any new information.
- Review current placement and identification decisions and decide whether to continue or revise
- If parent informs principal in writing that he/she will waive attendance at the IPRC, then both parties agree to the exceptionality and placement

**Note:** A parent may request a review IPRC meeting after a child has been in a special education program for 90 days.

# Section B

## What special education programs are available?

The Superior-Greenstone District School Board (SGDSB) provides a broad spectrum of special education programs and services for its students.

When a student transfers to an SGDSB school from another board of education or enters the school system from a pre-school program, the community school principal will register the student. He/she and the school's special education team will review all available, relevant documentation (e.g. individual assessments). If special education needs are indicated a program will be determined for the student. This may or may not result in an IPRC meeting.

## Definitions of Terms

### Accommodations

There are three categories of accommodations:

- Instructional: Changes in the teaching strategies that allow the student to access the curriculum
- Environmental: Changes that are required to the classroom/school environment for the student to be successful
- Assessment: Changes required for the student to demonstrate learning

### Modifications

- Refers to any changes made to the appropriate grade-level expectations for a subject or course in order to meet the student's needs
- Reduction in the number and/or complexity of the expectations and may include expectations from a different grade level

### Special Education Program

An educational program that is based on and modified by the results of continuous assessment and evaluation and includes a plan (called an Individual Education Plan or IEP) containing specific objectives and an outline of special education services that meet the needs of the exceptional pupil.

### Special Education Services

The facilities and resources, including support personnel and equipment, necessary for developing and implementing a special education program and includes a plan (called an Individual Education Plan or IEP) containing specific objectives and an outline of special education services that meet

the needs of the exceptional pupil.

***Regular Classroom with Monitoring from the Special Education Resource Teacher (SERT)***

- Monitoring of a student requiring special education programs and services by the SERT
- Monitoring will include ongoing consultation with the classroom teacher, other school personnel, observations, and the development of the IEP in collaboration with the classroom teacher and parents

***Regular Classroom with Specialized Support***

- For students who require support for their physical/medical needs
- Support may be provided by an itinerant teacher of students who are blind and/or have low vision (ITB/LV) or an itinerant teacher of students who are deaf and/or hard of hearing (ITD/HH)
- Ongoing consultation with the classroom teacher, other school personnel, observations, and the development of the IEP in collaboration with the classroom teacher and parents

***Regular Classroom with Support from the Special Education Resource Teacher (SERT)***

- Classroom teacher may have the assistance of the SERT for in-class programming support and/or withdrawal support  
should the need for support increase
- Support by the SERT can be accessed through the school-based special education team

***What other services are available?***

Regardless of the type of placement being considered, the District may also provide additional services to students with special needs. These may include:

- Providing/monitoring specialized equipment
- Meeting medical needs (as per regulatory requirements, where staff are appropriately trained)
- North West Community Care Access Centre (NWCCAC) provides health services (nursing, occupational and/or physiotherapy, nutrition, and/or speech therapy) to students attending school and requiring such services.
- NOSP services – Mental health and psychology services (many services are provided by third parties)
- DILICO services – various services as above
- Educational Assessments – performed and purchased by the school board

## **Appendix A**

*Parents can expect to see this attachment to their invitation to the Identification, Placement, and Review Committee (IPRC) review.*

### **What you should know about the identification, placement, and review committee (iprc) process**

The following highlights are provided to assist parents/ guardians/caregivers in understanding the IPRC process and is based on requirements set out in Ontario Regulation 191/98 of the *Education Act*.

**Note:** Where the term parent is used, it refers to parents and/or guardians of students. All references to days mean school days, not calendar days.

#### **The IPRC process:**

- Only process by which a pupil can be identified as exceptional.
- Is a collaborative effort between the school and parents to ensure the student has the support and resources necessary to be successful and to reach his/her full potential.
- Children not identified as exceptional may still be able to receive remedial support in the school if he/she is having some difficulty.

#### **Parents:**

- Must be given 10 days written notice of the date, time, and place of an IPRC meeting regarding their child. (Parents may suggest an alternate time if necessary)
- Are entitled to be present and participate in all IPRC discussions about your child.
- Should make every effort to attend IPRC meetings.
- May waive the annual IPRC review if the parent feels changes are not necessary.
- Have the right to have a representative present at an IPRC meeting. He/she may speak on the parent's behalf or be present to support the parent.

#### ***The Chair of an IPRC:***

- Must consider any information relating to the child (e.g. assessments) and the committee must also consider any information submitted by the parent (e.g. medical documentation,

assessments conducted by other professionals, etc.).

- Must, after the IPRC, send a written statement of decision to the parents.

***The statement of decision must include:***

a) whether the committee has identified the pupil as exceptional

b) where the committee has identified the pupil as exceptional, the decision must include:

i) the committee's description of the pupil's strengths and needs

- Key element of the IPRC decision is proper identification of strengths/needs.
- Identify the areas in which special education support is required.
- No limit to the number of needs or strengths listed, however the statements should reflect the global nature of the learning needs, which does not typically exceed four.

ii) the categories and definitions of the identified exceptionality

iii) the committee's placement decision

iv) the committee's recommendations, if any, regarding special education programs and services

***If parents disagree with the committee's decision, the following can be pursued:***

1) Request a second meeting with the committee by providing written notice to the chair of the IPRC,

- The request must be given to the chair of the committee within 15 days of the parent's receipt of the IPRC statement of decision.
- After the second meeting, the chair of the committee must inform the parent as soon as possible (in writing) if any changes have been made to the IPRC decision.
- If changes have been made, the letter must include a revised statement of decision together with written reasons for change.

**OR**

2) File an appeal with the Secretary of the Board within 30 days of the original date of the IPRC decision or, if a subsequent meeting was held, within 15 days of the parent's receipt of the notice by the chair of the committee that either a change in the IPRC decision has been made or no change has been made.

***The Notice of Appeal must:***

- State the decision with which a parent disagrees
- Describe the nature of the disagreement

A board cannot implement a placement decision made by an IPRC unless the parent consents or the time for filing an appeal of the IPRC decision has expired (30 days).

## ***NOTES***

Contacts: \_\_\_\_\_

Teacher: \_\_\_\_\_

Special Education Teacher: \_\_\_\_\_

Principal: \_\_\_\_\_

Others: \_\_\_\_\_

Things I wish to discuss:

---

---

---

---

---

---

---

---