

(X) Required

Local

Notice

PROVISION OF COPY OF IEP TO STUDENT SERVICE PROVIDERS

The Board of Education believes that in order for each student with disabilities to receive the full benefit of his/her Individualized Education Program (IEP), individuals responsible for implementing the IEP must, prior to the implementation of the IEP, fully understand the scope of their responsibility and the specific accommodations, modifications and supports to be provided.

To this end, it is the policy of the North Bellmore U.F.S.D. to provide a paper or electronic copy of the IEP to the teacher, related service provider, and other service providers who have responsibility for implementing the IEP for a particular classified student, while respecting the confidentiality of data contained on the IEP in the process.

As soon as practicable after a CSE meeting (and prior to the time that services are to be commenced), the Director of Special Education, or other appropriate person shall:

- transmit a copy of the IEP to teachers, related service providers and other service providers with responsibilities for implementing services under the IEP; and
- provide (with the IEP) a statement explaining that the IEP is a confidential document, and that redisclosures can only be made under certain circumstances which are provided for in FERPA (the Buckley Amendment) and IDEA.

All IEP copies must remain in a secured location on school grounds at all times. If IEP copies are transmitted and/or provided electronically, security systems (e.g., password protect a file or folder) must be implemented to prevent unauthorized internal and external access to the student's IEP.

At the CSE meeting, or soon after the meeting as is practicable (and prior to the implementation of services under the IEP), the CSE chairperson shall designate a member of the professional staff to apprise teachers, support staff or other providers who have responsibilities for providing services under the IEP, what those responsibilities are, as well as the accommodations and supports to be provided under the IEP. The designated person will apprise such providers of their responsibilities under the IEP prior to the implementation of the IEP.

The designated professional employee(s) defined in section II above shall obtain the signature of each person covered by this policy, indicating that he or she:

1. has received either a copy of the student's IEP or the opportunity to review the IEP prior to its implementation, as required under state law and regulation;
2. has been informed of their responsibilities to implement the IEP;
3. has knowledge of where the IEP is to be maintained; and
4. has an understanding of the confidentiality requirements.

At the end of the school year or whenever the IEP has been revised, the CSE and CPSE Chairperson shall collect all IEP copies provided under this policy and destroy them.

Cross-ref: 4321, Programs for Students with Disabilities Under IDEA and Article 89
5500, Student Records

Ref: Individuals with Disabilities Education Act (IDEA), 20 USC §§1400 et seq.
Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g; 34 CFR Part 99
Education Law §4402(7)
8 NYCRR §§200.1(hh); 200.2(b)(11); 200.4(e)(3); 200.16(e)(6)
New York State Education Department, Vocational and Educational Services for Individuals with Disabilities (VESID), SED Guidance Document, Providing copies of the IEPs for Students with Disabilities, May 13, 2003 (<http://vesid.nysed.gov/specialed/publications/policy/chap408final.htm>)

Adoption date: September 10, 2009