

## **INDIVIDUALIZED EDUCATION PROGRAM DISTRIBUTION**

**P4321.5**

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 fully understand the scope of their responsibility, and the specific accommodations, modifications, and supports to be provided.

Therefore, and in accordance with state law, the Chairperson of the Committee for Special Education (CSE) shall ensure that prior to implementation of such program, a copy of a student's IEP is provided to any and all persons responsible for implementing the student's IEP, including:

1. regular education teachers;
2. special education teachers;
3. related service providers; and
4. other service providers.

All copies of a student's IEP provided under this policy must remain confidential, and shall not be disclosed to any other person, in accordance with the Individuals with Disabilities Education Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA). To ensure such confidentiality, the CSE Chairperson shall include with each IEP provided to the people listed above a copy of the Board's policy on student records confidentiality. All IEP copies must remain in a secured location on school grounds at all times.

In addition, for each student with an IEP, the CSE Chairperson shall insure that the student's case manager inform all necessary school personnel of their responsibilities in implementing the IEP. The case manager shall obtain the signatures of the school personnel receiving an IEP and the Board's policy on student record confidentiality.

Revised May 2012

Renumbered from P6480.4 – September 2015