

Ministry of Education

Special Education Policy
and Programs Branch
24th floor
900 Bay Street
Toronto ON M7A 1L2

Ministère de l'Éducation

Direction des politiques et des
programmes de l'éducation
de l'enfance en difficulté
24^e étage, 900, rue Bay
Toronto ON M7A 1L2



MEMORANDUM TO: Directors of Education
Supervisory Officers and
Secretary-Treasurers of School Authorities
Principals of Section 68 School Authorities
Director of Provincial and Demonstration Schools
Superintendent of Centre Jules-Léger

FROM: Barry Finlay, Director
Special Education Policy and Programs Branch

DATE: June 18, 2008

SUBJECT: **Compilation of Sample Individual Education Plans**

The purpose of this memorandum is to request school boards to submit samples of Individual Education Plans (IEPs) to the Ministry.

As you are aware, the Ministry is committed to supporting the development and implementation of effective IEPs for students with special education needs. To support educators in that goal, the Ministry has conducted collaborative IEP reviews, delivered numerous training sessions, developed a province-wide electronic IEP template, and prepared and released *The Individual Education Plan (IEP): A Resource Guide (2004)* and other resources.

The Ministry has received numerous requests from teachers, parents and other professionals for samples to inform the process of developing, implementing, and monitoring IEPs. As part of the Ministry's efforts to support school boards, we are preparing a compilation of sample IEPs for distribution starting September 2008.

To support this initiative, the Ministry is gathering sample IEPs that are not of actual students that have been developed by school boards for professional learning purposes. The samples received will inform the work of a writing team during the summer of 2008.

A compilation resource will be developed to reflect:

- all exceptionality areas (different levels of severity/complexity);
- elementary and secondary panels;
- students that have been identified and not identified; and

- English and French-language sectors.

A standardized IEP template with no school board identifiers will be utilized.

A writing team will be established to work on the project during the week of August 11-15 2008. Staff members from your board may be invited by the Ministry's regional offices to participate and you will be notified accordingly.

Please submit your samples to me (electronic, fax or mail) by June 30, 2008.

If you have questions about this initiative please contact:

Robert Spall

Education Officer

bob.spall@ontario.ca

416-314-8782

1-877-699-5431 (toll free)

Your support of this initiative is greatly appreciated.

Sincerely,

Original Signed By

Barry Finlay

Director

Special Education Policy and Programs Branch

Ministry of Education

900 Bay St, 24th Floor

Toronto ON M7A 1L2

416-314-0637 (fax)