

SERIES: 2002-2003
CIRCULAR LETTER: C-4

TO: Superintendents of Schools
FROM: Theodore S. Sergi
Commissioner of Education
DATE: August 15, 2002
SUBJECT: Individualized Education Program Forms

Attached please find the revised Individualized Education Program (IEP) forms that address necessary special education legal, programmatic and reporting requirements in effect since the last IEP form was developed in 1998. The changes address justification for removal from regular classes, necessary new fields, and “clean up” of items that needed clarity as requested by districts. Input from LEA special education directors regarding needed changes was also sought and incorporated.

The 1998 version was developed to help districts be in compliance with many aspects of IDEA. That goal, along with increased consistency throughout the state, has largely been realized as essentially all districts are using the 1998 form. The new version, now mandated, serves to further assist districts in their efforts to be in compliance with several components of IDEA and reduce procedural problems.

No later than November 1, 2002, all districts are required to start using the revised special education IEP forms for all newly developed IEP's, helping to ensure consistency throughout Connecticut. The Bureau of Special Education and Pupil Services has prepared the revised document in template format and will distribute it to LEA's electronically, as well as in paper form by August 31, 2002. Additionally, to further Least Restrictive Environment (LRE) initiatives in Connecticut, the LRE Checklist is required for any student who the Planning and Placement Team considers for placement with nondisabled peers for less than 40% of the time.

The changes to the IEP incorporate four important objectives: (1) improved ability to report federal data requirements by better aligning IEP language with PCI software data fields, (2) incorporation of new class action settlement agreement data requirements, (3) improvements to the order of the IEP information to make it a better planning document for students, and (4) incorporation of improvements to the IEP that have been accumulated over the past three years.

Please direct any questions regarding the revised IEP to Jeffrey Forman, Associate Education Consultant, Bureau of Special Education and Pupil Services, at (860) 807-2045, E-mail:

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