

#### CONNECTICUT STATE DEPARTMENT OF EDUCATION

# CT-SEDS IEP Preview Series March 7, 2022

Session recorded



#### CONNECTICUT STATE DEPARTMENT OF EDUCATION

# SESSION 1: Notice of Planning and Placement Team Meeting

# Bryan Klimkiewicz, Special Education Division Director

Welcome and Introductions

New IEP/CT-SEDS (posted sessions)

Michael Tavernier, Bureau of Special Education Consultant



## Learning Targets

 Understand the difference between the previous and new Notice of Planning and Placement Team Meeting.

 Preview of how CT-SEDS supports the creation of the Notice of PPT Meeting.

Answer your questions.



**Ask Questions** 

Throughout the presentation add questions to Q and A feature near the chat



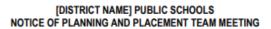
# To support and assist educators in the transition from their current IEP system/process.

- To Support and assist educators for the Go-Live launch of CT-SEDS on July 1, 2022.
- 3. To provide an opportunity for you to share your questions related to the Notice of Planning and Placement Team document.

WHY



#### **Current Form**



			Date:
01	Guardian or Student)		
	suardian or Student)		<u></u>
(Street Address)			
(City/Town)	(State)	(Zip Code)	
Dear			
Please be advise	ed that a Planning and Pla	cement Team (PPT)	meeting will be convened on behalf of:
	(Student's Name)	, (DOI	. The meeting is scheduled as follows:
Date:	Time:	Location:	
The purpose of t	his meeting is to: (check al		
	erral to special education and		uation
	ation results and determine		
	iew or revise the IEP		
conduct an A	Annual Review		
consider tran	sition needs/services - tran	sition planning:	
2. 🔲 tra		s in the IEP will be dev	veloped/reviewed/revised (required at the annual review
	llowing a student's 13th birth	aday or sooner, it appr	opriate)
	only ONE item: vency representative(s) listed	below invited to atter	nd to assist in transition planning, OR
			d to attend to assist in transition planning, OR
			resentative(s) to attend to assist in transition planning
plan a reeval	uation to determine continui	ing eligibility for speci	ial education and related services
review reeva	luation results to determine	continuing eligibility f	for special education and related services
conduct a Ma	anifestation Determination		
other: (speci	ify)		
The follo	wing individuals have been	n invited to attend:	
Administrator		<del></del>	Name and Title
Student's Reg. Ed	Teacher		Name and Title
Special Education	Teacher		Name and Title
Student			Name and Title
Name and Title			Name and Title
arent participation	on in this process is very imp	portant. Please make e	very effort to attend this meeting. You may bring any other
			special expertise regarding your child. Parents and guardians
			child, if any, present at the meeting. It is expected that parents
			eir child's paraprofessional attend the meeting. The meeting
ay be reschedui	ed at a mutually agreed upor	i time and piace.	
If you have any	questions or wish to resched	tule the meeting please	contact me at (Telephone No.)
		Sin	(Telephone No.)
			,
		_	(Name and Title)
A copy of the	he Procedural Safeguards in	Special Education is a	enclosed.
			s provided to you previously this school year. If you would
	r copy of the Procedural Safe		
_		-	(Name)
			equired if rights under IDEA have been transferred to the
student at a	ge 18. When rights transfer	, meeting notices must	t be sent to the student with a copy to the parents.)

ED623 REVISED December 2021

### New Document

### OSEP District 1 Notice of Planning and Placement Team Meeting

Scheduling Date: 02/28/2022

Parent/Guardian/Student: Dad Lane, Mom Lane, Muriel Lane

SASID: 2169071045

Mailing Address: 1234 Joy Lane, ABC, CT, 00000

> 1234 Joy Lane, ABC, CT, 00000

Dear Dad Lane, Mom Lane

Please be advised that a Planning and Placement Team (PPT) meeting will be convened on behalf of:

Muriel Lane 09/30/2011
(Student's name) (DOB)

Date: 03/07/2022 Time: 4:00 PM Location: Burr Elementary School, 1960 Burr Street, Anytown, CT, 06824

The purpose of this meeting is to:

Review or Revise the IEP

The following individuals have been invited to attend:

Title	Name
Student	Muriel Lane
Parent/Guardian	Dad Lane
Parent/Guardian	Mom Lane
Administrator	CM Three
Student's General Education Teacher	Loren Dennis
Special Education Teacher	Lee Chambers
Other: School Psychologist	Mrs. Jones

Parent participation in this process is very important. Please make every effort to attend this meeting. You may bring any other individuals to the meeting, including those who have knowledge or special expertise regarding your child. Parents and guardians have the right to have the school paraprofessional assigned to their child, if any, present at the meeting. It is expected that parents will provide reasonable notice to the District if they wish to have their child's paraprofessional attend the meeting. The meeting may be rescheduled at a mutually agreed upon time and place.

New Document

If you have any questions or wish to reschedule the meeting please contact me at:

		999-000-1111	emailtest@email.com
		Sincerely,	
rocedu	ral Safeguards  A copy of the Procedural Safeguards in Special Ed	Test Contact Name, Title of U (Name and Title)	
	you would like another copy of the Procedural Safe	eguards please contact	
	CDSE Team 777-888-	9999	
arent N	lotice		
)	A copy of this notice has been sent to the parent(s transferred to the student at age 18. When rights to copy to the parents.)		

√ Scheduling a meeting	CREATE NOTICE OF PLANNING AND PLACEMENT TEAM MEETING
The meeting details will display here with information entered in the Notice of Planning and Placemen If the meeting is rescheduled, a new Notice of Planning and Placement Team Meeting should be creat	t Team Meeting document. Click the blue link in this panel to create the document. ed.
A notice has already been created for this PPT Meeting.	
Meeting Information	
Meeting Date	
→ History of meeting dates	
	ting Date 🕆
01/04/2022 01/13/20	)22



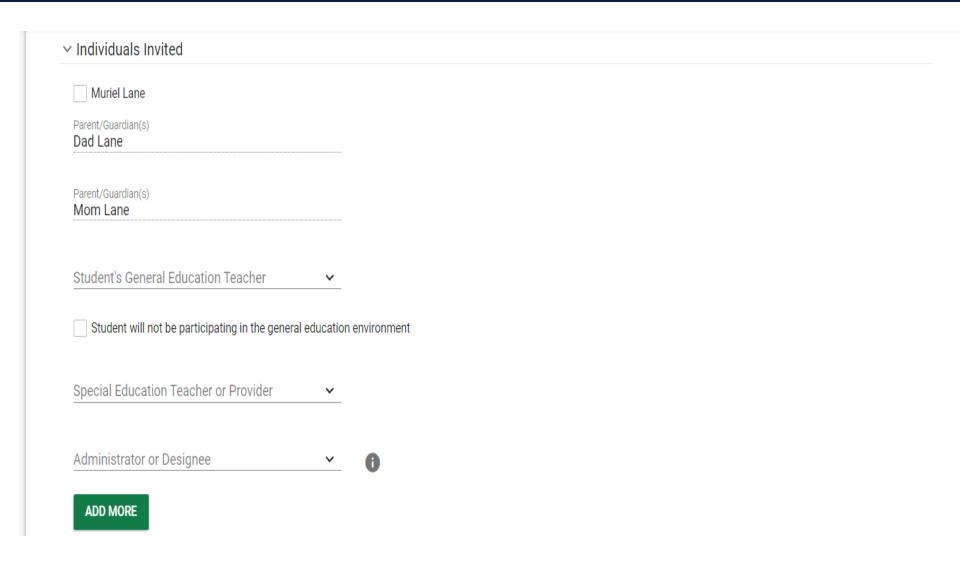


Create No	tice of Planning and	l Placeme	ent Team Mee	eting			
	Complete all of the following data fields to create a Notice of Planning and Placement Team Meeting.						
Scheduling I							
The meeting mm/dd/y	date will be held on <b>YYY</b>	<u></u> at	Hou (Requ			AM/PM~ (Required)	Meeting Location or alternate means of meeting Burr Elementary School, 1960 Burr Street, Fairfield, CT, 06824
	Checking the Student name will generate a meeting notice that is addressed to the adult student  Muriel Lane (Check when appropriate)						
The invitation will be addressed to the following Parent/Guardian(s)							
Parent <b>Dad</b>	/Guardian(s) Lane						
	/Guardian(s) Lane						



#### The purpose of this meeting is Initial Evaluation Review a referral to special education and consider/plan an initial evaluation Review initial evaluation results and determine eligibility for special education and if eligible develop IEP (or ISP if offered) **IEP** Conduct an Annual Review Conduct an Annual Review and review three-year reevaluation results to determine continued eligibility Review or Revise the IEP Review or Revise the IEP and review three-year reevaluation results to determine continued eligibility. **ISP** Conduct an ISP Annual Review Conduct an ISP Annual Review and review three-year reevaluation results to determine continued eligibility Review or Revise the ISP Review or Revise the ISP and review three-year reevaluation results to determine continued eligibility. Review three-year reevaluation results for Parentally Placed Private School Student (PPPSS) with no direct services. Non-Initial Evaluation Plan a targeted assessment (non-three-year reevaluation) Review targeted assessment results Plan three-year reevaluation

dditional Meeting Purpose Information
Indicate any additional information that is relevant for this PPT Meeting.
ransition Planning
The team will develop, review, or revise transition goals and objectives (transition planning)
Review/Revise Details
Indicate if any of the following are relevant for this meeting to review or revise the IEI  Student transfer  Manifestation Determination  Restraint/Seclusion Review  None of the above



Procedural Safeguards				
A copy of the Procedural Safegu	ards in Special Education is enclosed.			
A copy of Procedural Safeguard	s in Special Education was provided to you previou	sly this school year. If you would like another	r copy of the Procedural Safeguards please co	ntact
Procedural Safeguard Contact CDSE Team	Procedural Safeguard Title District Safeguards Contact	Procedural Safeguard Phone 777-888-9999		
Parent Notice	ent to the parent(s). (This is required if rights unde	r IDEA have been transferred to the student s	at age 18. When rights transfer meeting notice	ae muet
be sent to the student with a cop		in IDEA have been transferred to the student a	it age 10. When rights transfer, meeting hotice	S IIIuSt
Include Spanish Translated Doce	ument			
		CLOSE	SAVE CREATE DRAFT CF	REATE FINA



#### **Final Notes**

- Information entered into the PPT Meeting Notice is used to drive the logic in the system.
- Parent/Guardian information is pulled automatically from the Parent Information Page.
- Information from the PPT Meeting Notice is used to populate fields on related documents (e.g., IEP).
- User will enter Scheduling Date, Meeting Date, Time and Location.
- The name, title, and contact information for the PPT meeting notice "sender" can be set to populate automatically.

### **Questions**



#### **Thank You!**



#### CONNECTICUT STATE DEPARTMENT OF EDUCATION

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