



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

**Welcome and
Introductions**

**Bryan Klimkiewicz, Special
Education Division Director**

**[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



WHY

- 1. To support and assist educators in the transition from their current IEP system/process.**
- 2. 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.**



[DISTRICT NAME] PUBLIC SCHOOLS
NOTICE OF PLANNING AND PLACEMENT TEAM MEETING

Date: _____

(Name of Parent/Guardian or Student)

(Street Address)

(City/Town) (State) (Zip Code)

Dear _____

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

(Student's Name) (DOB) . The meeting is scheduled as follows:

Date: _____ **Time:** _____ **Location:** _____

The purpose of this meeting is to: (check all that apply)

- review a referral to special education and consider/plan an evaluation
- review evaluation results and determine eligibility for special education
- develop, review or revise the IEP
- conduct an Annual Review
- consider transition needs/services – **transition planning:**
 1. student **MUST** be invited to attend the PPT meeting
 2. transition goals and objectives in the IEP will be developed/reviewed/revised (required at the annual review following a student's 13th birthday or sooner, if appropriate)
 3. **Check only ONE item:**
 - agency representative(s) listed below invited to attend to assist in transition planning, OR
 - agency representative(s) not appropriate to be invited to attend to assist in transition planning, OR
 - written permission not provided to invite agency representative(s) to attend to assist in transition planning
- plan a reevaluation to determine continuing eligibility for special education and related services
- review reevaluation results to determine continuing eligibility for special education and related services
- conduct a Manifestation Determination
- other: (specify) _____

The following individuals have been invited to attend:

_____ Administrator	_____ 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

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.

If you have any questions or wish to reschedule the meeting please contact me at _____
(Telephone No.)

Sincerely,

(Name and Title)

- A copy of the Procedural Safeguards in Special Education is enclosed.
- A copy of the Procedural Safeguards in Special Education was provided to you previously this school year. If you would like another copy of the Procedural Safeguards please contact _____
(Name)
- A copy of this notice has been sent to the parent(s). (This is required if rights under IDEA have been transferred to the student at age 18. When rights transfer, meeting notices must be sent to the student with a copy to the parents.)

Current Form



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

DRAFT

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



New Document



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

999-000-1111 _____ emailtest@email.com _____

Sincerely,

Test Contact Name, Title of User

(Name and Title)

Procedural Safeguards

- A copy of the Procedural Safeguards in Special Education was provided to you previously this school year. If you would like another copy of the Procedural Safeguards please contact
CDSE Team _____ 777-888-9999 _____

Parent Notice

- A copy of this notice has been sent to the parent(s). (This is required if rights under IDEA have been transferred to the student at age 18. When rights transfer, meeting notices must be sent to the student with a copy to the parents.)

CT-SEDS INTERFACE

√ 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 Placement Team Meeting document. Click the blue link in this panel to create the document. If the meeting is rescheduled, a new Notice of Planning and Placement Team Meeting should be created.

A notice has already been created for this PPT Meeting.

Meeting Information

Meeting Date



√ History of meeting dates

Prior Scheduling Date ↑

01/04/2022

Prior Meeting Date ↑↓

01/13/2022

SAVE



CT-SEDS INTERFACE

Create Notice of Planning and Placement Team Meeting



Complete all of the following data fields to create a Notice of Planning and Placement Team Meeting.

Scheduling Date

03/01/2022




The meeting date will be held on


mm/dd/yyyy



at

Hours 
(Required)

Minutes 
(Required)

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/Guardian(s)

Dad Lane

Parent/Guardian(s)

Mom Lane



CT-SEDS INTERFACE

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

CT-SEDS INTERFACE

Additional Meeting Purpose Information



Indicate any additional information that is relevant for this PPT Meeting.

Transition 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 IEP

- Student transfer
- Manifestation Determination
- Restraint/Seclusion Review
- None of the above

CT-SEDS INTERFACE

▼ Individuals Invited

Muriel Lane

Parent/Guardian(s)

Dad Lane

Parent/Guardian(s)

Mom Lane

Student's General Education Teacher ▼

Student will not be participating in the general education environment

Special Education Teacher or Provider ▼

Administrator or Designee ▼



ADD MORE

CT-SEDS INTERFACE

Procedural Safeguards

A copy of the Procedural Safeguards in Special Education is enclosed.

A copy of Procedural Safeguards in Special Education was provided to you previously this school year. If you would like another copy of the Procedural Safeguards please contact

Procedural Safeguard Contact
CDSE Team

Procedural Safeguard Title
District Safeguards Contact

Procedural Safeguard Phone
777-888-9999

Parent Notice

A copy of this notice has been sent to the parent(s). (This is required if rights under IDEA have been transferred to the student at age 18. When rights transfer, meeting notices must be sent to the student with a copy to the parents.)

Include Spanish Translated Document

CLOSE

SAVE

CREATE DRAFT

CREATE FINAL



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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