



Appendix A

School Opening IEP Provider Notification Chapter 408

General Education Teachers, Special Education Teachers, Paraprofessionals, and Related Service Providers

Upon receiving this email and the list of your assigned students with IEPs, please reply*, verifying the following:

General education teachers, special education teachers, and related service providers

- You have been informed, prior to implementation of the IEP, of your responsibility to implement the recommendations on the student’s IEP, including with respect to providing the accommodations, program modifications, supports, and/or services set out on the IEP. Students with IEPs will be served in alignment with their IEPs, and all IEP processes will continue throughout the 2021-2022 school year.
- You have been provided with your list of students with IEPs, for which you are assigned, and have been provided with SESIS access to these students’ IEPs.
- You have been informed that the contents of a student’s IEP must be reviewed with all paraprofessionals who provide service to the student, when they are first assigned to serve the student and any time a student’s IEP is updated or amended. This applies to all classroom and IEP-assigned paraprofessionals.
- You have been informed that you must ensure that all paraprofessionals who work under your direction understand a student’s needs in relation to the paraprofessionals’ role and responsibilities, and you must review the IEP with them upon request, on an ongoing basis.

Paraprofessionals

- You have been informed of your student(s) with IEPs, to whom you are assigned by the classroom special education teacher or case manager
- You have been informed of the staff member who will support you in reviewing the IEP content to understand the student’s needs in relation to your role and responsibilities.

All staff responsible for implementing IEPs

- You have been informed that you have an opportunity to review the contents of the IEP with the principal’s designee(s) or the student’s IEP case manager and can request a meeting to review the IEP on an ongoing basis.
- You have been informed that student IEPs must remain confidential and should not be disclosed to any other person(s) consistent with DOE policy regarding confidentiality of student records.
- You have been informed that you may request a hard copy of your student(s) IEPs. IEPs must be kept in a secure locked location, determined in consultation with the schools’ designee.

This electronic distribution/review process will occur every time a new IEP is developed (i.e., after IEP is initially developed and after each annual or requested review, amendment, requested reevaluation, or three-year reevaluation), and a new email notification will be provided at that time.

Note: This Chapter 408 notification email and your email response/acknowledgement*, will serve as confirmation of the Chapter 408 required verification.

****I am responding via email to verify, that I understand the above requirements, including my role and responsibilities, as per the required Chapter 408 regulations.***

Name: _____

Role: _____ *Special Education Teacher* _____ *General Education Teacher*
 _____ *Related Service Provider* _____ *Paraprofessional*