



Appendix B

Principal Implementation Verification for Chapter 408 – 2021-22 School Year

School Name/DBN: _____ Principal: _____ Date Completed: _____

Instructions: Please review the Chapter 408 memo to principals, as well as the required items and actions needed below. Your initials are required in the last column verifying that the “Action Needed” is complete. In addition, sign this implementation verification checklist at the bottom to confirm that all actions needed for Chapter 408 have been implemented.

During the 2021-22 school year, your signature on this form will serve as verification required to be kept on file. This verification will serve as confirmation that your school has implicated a process in line with Chapter 408 requirements. All emails informing teachers, related service providers and paraprofessionals of their Chapter 408 and IEP responsibilities must be maintained by you, your designee(s), and staff. (See Appendices A, C & D.)

Your staff’s signatures on Chapter 408 forms will not be required this year. The Chapter 408 notification emails sent to staff and their email replies, will serve as confirmation that Chapter 408 processes have been followed.

Students with IEPs will be served in alignment with their IEPs, and all IEP processes will continue during the 2021-2022 school year.

Required Item	Action Needed	Initial here <small>to verify “Action Needed” is complete</small>
<p>1. Prior to implementation of IEPs, the school provides general and special education teachers and related service providers* with SESIS access to students to whom they provide service including 3K—12 students with IEPs</p> <p>All such staff are trained to access IEPs in SESIS and are provided access to SESIS as needed.</p> <p>*Independent and contract providers for related services and SETSS.</p>	<p>A professional development on Chapter 408 must be held for all teachers, providers, and paraprofessionals prior to students’ attendance for the new school year.</p> <p>The Chapter 408 protocol must be followed every time a student’s IEP is developed (i.e., after IEP is initially developed and after each IEP meeting, amendment, reevaluation) and whenever a student with an IEP is newly attending the school.</p>	

Required Item	Action Needed	Initial here to verify "Action Needed" is complete
<p>2. The school must provide substitute teachers and related service providers (whether DOE staff, contracted by the DOE, or independent providers) with an opportunity to review the IEPs of students to whom they will be providing service.</p>	<p>Establish and publish for all staff the school's Chapter 408 policy and procedures including ensuring substitute teachers and related service providers can review IEPs.</p>	
<p>3. The school has an established process for informing individual teachers and related service providers of their specific responsibilities prior to the implementation of each student's IEP.</p> <p>Staff must be provided opportunities to meet with the principal's designee regarding their role and responsibilities.</p> <p>Staff providing services to declassified students who continue to need accommodations, modifications, and/or other supports must be advised of their role for providing those supports.</p>	<p>Each required staff member will be informed of their responsibilities for implementing IEPs by the principal's designee. This must be done prior to implementation of the IEP.</p>	
<p>4. The school has an established process for ensuring each classroom and/or IEP-assigned paraprofessional(s)</p> <p>a) has reviewed the contents of IEP(s), for which they will be responsible for implementing, with a designee, and</p> <p>b) has been explained their responsibilities for implementing the IEPs and</p> <p>c) is provided with the opportunity to review the IEPs on an ongoing basis including whenever the IEPs have been amended/updated.</p>	<p>This must be completed for all paraprofessionals by the student's teacher, related service provider, or principal's designee.</p>	
<p>5. Hard copies of student(s) IEPs must be provided to teachers and/or related service providers upon request.</p> <p>Paper copies of IEPs are kept in a secure, locked location. All staff in possession of paper copies of IEPs must be informed of their responsibility to maintain the confidentiality of the IEPs including ensuring they are kept in a secure, locked location.</p>	<p>The school has identified the central location of secured, locked IEPs. The principal's designee can provide access upon request.</p>	

Principal's name: _____ Principal's signature: _____ Date: _____