



Appendix C – Email Notification

Chapter 408 Notification – Teachers / Related Service Providers

To: (Teacher(s) names/ Provider(s) names)

From: _____

Date: _____

Re: Chapter 408 Notification

Student Name: _____ **ID #:** _____ **Date of IEP:** _____

The student above has a new or amended IEP. Please review the updated IEP in SESIS. If you have questions or trouble accessing SESIS, let me know so that I can assist you.

In addition, special education classroom teachers must ensure that any paraprofessionals, whether classroom or IEP-assigned paraprofessionals, who serve the student are informed of the content of the updated IEP and their responsibilities for implementing the IEP.

Chapter 408 requires that you have an opportunity to discuss the updated IEP. Please send me an email so we can schedule a mutually convenient time to discuss the IEP.

Note: Reply to this email to verify that:

- You have been informed, prior to implementation of the IEP, of your responsibility to implement the recommendations on the student’s IEP, including the responsibility to provide specific accommodations, program modifications, supports and/or services for the student in accordance with the IEP mandates.
- You have SESIS access to the IEP for the student listed above.
- You have been informed that the contents of the IEP must be reviewed with all paraprofessionals who provide service to the student. This includes all classroom and IEP-assigned paraprofessionals.
- You have been informed that you must ensure that all paraprofessionals who work under your direction understand the needs of the student(s) as it relates to their role as paraprofessionals, and you must review the IEP with them on an ongoing basis.
- You have been informed that you may request a hard copy of your student(s) IEP.
 - You have been informed that student IEPs must remain confidential and should not be disclosed to any other person(s) consistent with DOE policy for ensuring confidentiality of student records.
 - IEPs must be kept in a secure locked location, determined in consultation with the schools’ designee.

This distribution/review process must occur each time a new IEP is developed (i.e., after IEP is initially developed and after IEP meetings, amendments, requested reevaluations, or mandated three-year reevaluations and whenever a student with an IEP is newly attending the school), and a new notification email must be completed at that time.

*Note: Your individual email response/verification on this Chapter 408 form (see below) is required. Please reply to this email, to your schools’ designee, verifying that you have been informed of your Chapter 408 responsibilities.

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

Name: _____

Role: ___ Special Education Teacher, ___ General Education Teacher, ___ Related Service Provider