



Appendix D – Email Notification

Chapter 408 Notification: Paraprofessionals

To: (Paraprofessional(s) (name)

From:

Date:

Re: Chapter 408 Notification

Student Name:

ID #:

Date of IEP:

Paraprofessional Assignment - check appropriate boxes:

- Classroom Paraprofessional
- Behavior Support Paraprofessional
- Health Paraprofessional
- Toileting Paraprofessional
- Orientation/Mobility Paraprofessional
- Alternate Placement Paraprofessional
- Transportation Paraprofessional
- Other (specify): _____

The student above has a new or amended IEP. You have an opportunity to review and discuss the IEP.

Upon receiving this email notification, please contact the student's teacher, related service provider, or principal's designee to arrange a mutually convenient time to discuss the IEP and your responsibilities for implementing it.

This process must occur when you are first assigned a student with an IEP and each 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 whenever a student with an IEP is newly attending the school). A new notification email will be sent to you and a response/verification must be completed by you each time.

***Note: Your individual signature on Chapter 408 forms will not be required during the 2021-2022 school year. By replying to this email, you are verifying that you've been informed of your role and responsibilities for Chapter 408.**

I, (Paraprofessional's Name) _____ verify, that I understand the above requirements, including my role and responsibilities, as per NYSED Chapter 408 regulations.