



IPRC PROCESS CHECKLIST

Responsibility:	<i>Superintendent, Student Achievement & Well-Being</i>
Legal References:	<i>Education Act, Reg. 181/98</i>
Related References:	<i>SES-06-IPRC-AIPRC Meeting Invitation/Notification; SES-06-IPRC-BIPRC Determination form; SES-06-IPRC-C IPRC Student Educational Profile; SES-06-IPRC-D IPRC Annual Review Waiver; IEP-01 Individual Education Plan</i>
Revised:	December 2019
Reviewed:	

1. Preamble

- 1.1 This *IPRC Process Checklist* is designed to assist in understanding the steps that need to occur in the IPRC process as outlined in Regulation 181/98. For convenient reference, the names of the IPRC forms are listed directly below. They will be referred to throughout the checklist. This checklist is your working copy and is not to be placed in the O.S.R.
- SES-06-IPRC-A IPRC Invitation/Notification form outlining date/time/place of IPRC meeting
 - SES-06-IPRC-B IPRC Determination form to be completed at end of IPRC meeting
 - SES-06-IPRC-C IPRC Student Educational Profile (Educational Assessment)
 - SES-06-IPRC-D IPRC Annual Review Waiver

2. Philosophy of Partnering

- 2.1 Has a “partnering” relationship between the school and home been
- attempted?
 - established?
- 2.2 What has been done to create a partnering relationship between school and home?
- The school and parents have met to share relevant information about the student.
 - The school has discussed the Ministry categories and definitions of exceptionality with parents.
 - The school has explained the range of “placement” possibilities to parents.
 - The school and parents have discussed the range of “placement options”.
 - Attempts were made to understand parental preferences/opinions regarding placement.
- 2.3 Other attempts to create a partnering relationship:
1. _____.
 2. _____.
 3. _____.

3. Before the IPRC Meeting

- 3.1 Who has made a request in writing, for an IPRC?
- parent*
 - student 18 years of age or older
 - principal of the school

- 3.2 Have the following Ministry procedures been followed?
- The original of the SES-06-IPRC-A form was sent to parents within 15 days of receiving parents' request or giving the parent(s) notice.
 - A copy of the SES-06-IPRC-A form was placed in the student's O.S.R.
 - A copy of the *Understanding the IPRC Process – A Parent Guide* was sent to the parents within 15 days of giving or receiving the written request for an IPRC.
 - All information to be considered at the IPRC meeting has been shared between home and school in writing prior to the meeting. Usually, this would include an IEP-01 or an SES-06-IPRC-C form.
- 3.3 Have the parent(s)/student confirmed their intention to attend the scheduled IPRC meeting?
- Yes
 - No
- 3.4 Have the parents negotiated an alternative date/time/place?
- Yes
 - No
- 3.5 If parents have requested an interpreter to assist them in the IPRC meeting, has the principal on behalf of the WRDSB arranged for an interpreter to be available? (i.e. language interpreter, sign language, etc.)
- Yes
 - No

4. During the IPRC Meeting

- All available information was shared.
- An advocate spoke on behalf of the parent (optional).
- Discussions were held.
- Parents (and advocates) were encouraged to ask questions, engage in dialogue, and to make recommendations regarding special education programs and services.
- Parents' wishes and opinions were taken into account before decisions were made.
- The IPRC made decisions about identification and placement.
- Parents were verbally informed of the decisions.**
- The student's exceptionality was categorized using one Ministry category and definition.
- If a self-contained classroom placement was agreed upon, the parent(s) was informed of the reasons for that decision.

5. After the IPRC Meeting

- 5.1 If **parents are in agreement** with the decisions of the IPRC, have the following been done?
- Parents signed the SES-06-IPRC-B form immediately after the IPRC meeting.
 - Parents returned the SES-06-IPRC-B form signed to the IPRC chairperson after reviewing it and considering the decisions.
 - The original SES-06-IPRC-B form was placed in the student's O.S.R.
 - A copy of the SES-06-IPRC-B was given to the parents.
 - The relevant determinations of the IPRC were entered in the Trillium system within 14 days of the meeting to notify the WRDSB of the decisions.
 - If the student was placed in a program in another school, a copy of the SES-06-IPRC-B was sent to the receiving school principal.
 - Within 30 instructional days of the student commencing a special education program, the principal of the school where the program is delivered has developed an Individual Education Plan (IEP-01)
 - The *I.E.P Process Checklist* was used to as a guide to create the I.E.P.
 - A copy of the IEP-01 has been provided to parents/student.
- 5.1.1 Review Process
- The parent can choose to inform the principal in writing of their request for a review IPRC meeting anytime after the student has been placed in the special education program for at least 3 months.

- Parents requested a review IPRC
- Parents did not request a review IPRC
- The annual review IPRC meeting is to be held within one school year unless waived by the parent (SES-06-IPRC-D). A case conference will occur with involvement of parents prior to the IPRC annual review. At this meeting a teacher or teachers meet with the parent to discuss in detail their child's progress in his/her special education program and focus on any changes that should be made in the upcoming year. The case conference may or may not include the mandated IPRC members.
- The use of a case conference process reflects best practice in providing clear communication for parents. If this is not possible, alternative means of sharing information should be attempted.
- Case conference held
- Alternative contact with parent made
- If the parents are in agreement with the recommendations and the designated placement and identification remain the same as the previous signed IPRC, then they may dispense with the IPRC annual review meeting by signing the SES-06-IPRC-D form. The option of dispensing with the IPRC annual review will need to be reconsidered every year.
- If there is a change in the designated identification or placement, the option of waiving the IPRC annual review meeting is **not** available.
- NOTE: When students, whose placement is designated as Regular Classroom/Resource Support, change schools because of family relocation, it is not necessary to hold an IPRC Review meeting since the **placement** has not changed, only the location.

Annual IPRC Review Meeting

or

Annual IPRC Review Meeting Held Waived

- Annual IPRC review held
- Parents sign SES-06-IPRC-B
- A copy of SES-06-IPRC-B given to parents
- Original of SES-06-IPRC-B placed in OSR
- Board notified

- Parents sign SES-06-IPRC-D
- A copy of SES-06-IPRC-D given to parents
- Original of SES-06-IPRC-D attached to current SES-06-IPRC-B in OSR

- Parents sign SES-06-IPRC-D then change their minds and request Annual IPRC Review Meeting

5.2 If the **parent(s) did not consent to the IPRC's decisions**, which of the 3 courses of action occurred:

- Within 15 days of the receipt of the SES-06-IPRC-B, the parents requested, in writing, a second IPRC meeting to discuss their concerns, **or**
- Within 30 days of the receipt of the SES-06-IPRC-B, the parents filed a notice of appeal in writing (to the address below) **or**
Director & Secretary
Waterloo Region District School Board
51 Ardelt Avenue
Kitchener, ON N2C 2R5
- The parents chose not to sign the SES-06-IPRC-B form and the time for appeal has elapsed. As a result, the principal implemented the IPRC decisions and began the I.E.P. process. Parent was notified that the placement decision was implemented.