



## IDENTIFICATION, PLACEMENT AND REVIEW COMMITTEE (I.P.R.C.) ANNUAL REVIEW PROCESS

Responsibility:	<i>Superintendent, Student Achievement &amp; Well-Being</i>
Legal References:	<i>Education Act, Reg. 181/98</i>
Related References:	<i>SES-06-IPRC-D (Placement and Review Committee (I.P.R.C.) Annual Review Waiver)</i>
Reviewed:	December 2019
Revised:	

### 1. Preamble

The following procedure provides guidelines and expectations regarding the completion of the IPRC Annual Review.

### 2. Background

- 2.1 Once a child has been declared exceptional and placed in a special education program, the parent(s) can request a review IPRC meeting anytime after the child has been in the placement for 3 months.
- 2.2 An IPRC Review meeting must be held annually to review the appropriateness of the student's placement and identification, unless the parent(s) informs the principal in writing of his/her desire to waive the annual review.
- 2.3 In conducting an Annual Review, the IPRC considers the same type of information and uses the same procedures as those involved in the initial IPRC process. Parents should expect the same procedures and timelines in terms of notification, setting meetings, receiving all relevant written material to be considered, receiving the decisions of the committee, and communicating agreement or disagreement with the committee's decisions as those set out in the original IPRC process.
- 2.4 In preparing for the IPRC Annual Review meeting, parents should be provided with a current copy of *Understanding the IPRC Process – A Parent Guide*, as appropriate.

### 3. Waiving the IPRC Annual Review Makes Sense When:

- 3.1 Parents and school personnel remain in clear agreement that the previous IPRC decisions regarding identification and placement continue to be appropriate, **and**
- 3.2 There has been an ongoing relationship with the parents, including regular communication, as well as a recent case conference to review the progress of the student, **and**
- 3.3 No new relevant assessment information would lead to reconsideration of the student's identification or placement, **and**
- 3.4 The student will be remaining at the same school.

**4 Proceeding With the IPRC Annual Review Must Occur When:**

- 4.1 A change in identification and/or placement is being considered/recommended by school or parent.
- 4.2 Consideration is being given to whether or not the student continues to be exceptional.
- 4.3 New assessment information has implications for changing identification (and/or placement).
- 4.4 An identified student is making a transition to another school within the Waterloo Region District School Board.
- 4.5 Parents decline the opportunity to dispense with the IPRC Annual Review.