



**RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD PRINCIPAL'S
CHECKLIST FOR IDENTIFICATION AND PLACEMENT REVIEW**

Name: _____ Principal: _____

Date of Birth (yyyy-mm-dd): School: _____

Action Taken	Date	Comments	SE Forms
1. Notified parent/guardian of IPRC Review - place copy in OSR			SE 19
2. IPRC Meeting (refer to duties in procedures and personnel section.			SE 20
3. Sent statement to parent/guardian if parent/guardian did not attend.			SE 20
4. Parent signature on IPRC Statement			SE 20
5. Filed minutes of IPRC in OSR			
6. Sent list of IPRC'd students to Board			SE 25
7. Requested direction from Board if no parental response after 30 days - placed copy in OSR			SE 21
8. Placed pupil as agreed or directed			
9. Notified parent of Board-directed placement - placed copy in OSR			SE 22
10. Arranged transportation when necessary/required			
11. Filed and mailed parent copy of minutes			
12. Develop IEP no later than 30 days after Special Education program begins (Reg. 181/98)			SE 30