

SECTION A-2
THE IDENTIFICATION, PLACEMENT AND REVIEW COMMITTEE
(IPRC) PROCESS

To provide details of the board's IPRC process to the Ministry and to the public.

Please see a copy of the “Special Education for Special Children, A Parents’ Guide”. It meets the requirements required in Appendix B of the Standards for School Boards Special Education Plans.

The following is an outline of the Renfrew County Catholic School Board’s IPRC process.

Parents are sent a letter to formally invite them to an IPRC meeting. They have at this time, the opportunity to waive the IPRC meeting when it is not during a transitional grade level (example grade 8 to secondary). If the parent waives, then the IPRC meeting will not be held. If the parents chose to proceed with an IPRC, a time and date would be sent to them under separate cover.

IPRC Protocol

Considerations for Identification:

- Parents/Guardians should be aware of difficulties and have been involved in supportive strategies to help rectify the problem.
- Remediation strategies and programming supports attempted.
- Educational screenings and assessments completed – Brigance Assessment, PRIME, Psychological Assessment, Psycho-Educational Assessment, Speech and Language Assessment, etc.
- Guidance and consultation from appropriate professionals (SLP, Psychologist, Behaviour Consultant).

Initial (NEW) Identification

1. Parents/Guardians are invited to attend an IPRC meeting at a predetermined time.
2. Proceed to IPRC Process.

Review IPRC

1. For students already identified by the IPRC process, the option to **waive** the IPRC must be provided to parents/guardians.
2. If the student is in a transition year, the option to waive the IPRC is **not** provided.
3. Proceed to IPRC Process.

IPRC Process

1. All parents/guardians are invited to attend the IPRC at a predetermined time. The focus of the meeting is identification, placement and review.
2. Minutes of the Meeting and Statement of Decision will be taken and recorded using the CLEVR IPRC template.
3. Principal and Parents must review and sign the minutes and Statement of Decision from the IPRC. The signed minutes and Statement of Decision must be placed in the student's OSR as well as a copy provided to parents.
4. IEP is written or updated. It must be completed within 30 days of the placement start date.
5. Transportation is arranged if/when necessary.

Disagreement with IPRC decision:

6. Meeting with parents is arranged to discuss the issues. Superintendent of Special Education may be in attendance. Every effort is made to work with the parents to resolve the issue(s).
7. If the situation remains unsatisfactory, direction from the Board of Education is requested.
8. The School Board's written determined direction is placed in the student's OSR.
9. Parents are notified in writing of the Board's decision regarding placement.

Duties and Responsibilities

1. Determine dates and times for the IPRC meetings.
2. 30 minutes should typically be allotted for each IPRC – some may take additional time.
3. Parental consent must be granted to invite agency representatives.
4. SERT/Principal makes invitations to agency personnel to attend the IPRC meetings, usually reserved for Transitional IPRC meetings.

See insert "Special Education for Special Children – A Parent's Guide to IPRC's"
SECTION C-9