

# INDIVIDUALIZED EDUCATION PROGRAM (IEP) - DISSEMINATION

## Legal Requirements

Prior to placing a student with a disability, the district must ensure that the student's teachers and/or service providers have access to the student's IEP, are knowledgeable of the content of the IEP, are informed of his or her specific responsibilities related to implementing a student's IEP, and are informed of the specific accommodations, modifications and supports that shall be provided for the student in accordance with the IEP. Service providers from other agencies who provide instruction or a related service to the student off the school site shall be provided a copy of the IEP. All IEPs shall be maintained in accordance with state and federal student record confidentiality laws.

## Legal References

EC 56347, 34 CFR 300:323

## Local Procedures

Once the district obtains signed parent consent for a proposed IEP, the case carrier should place the IEP in the student's file and inform the general teacher/s, the special education teacher/s, and other persons who provide special education and/or related services to the student of the following:

1. The location of the IEP;
2. The content of the IEP;
3. Each person's specific responsibilities related to implementing the student's IEP; and
4. The specific accommodations, modifications and supports that shall be provided for the student.

Teachers and other special education providers make or otherwise get a copy of the IEP. If a teacher or service provider is not in attendance at the meeting or, the district prefers to maintain the IEP in a confidential, secure location, a process must be in place to provide staff access to the IEP. The district must be able to document how it has complied with this requirement.

In order to meet the requirement of law, you may want to develop a form for this purpose. The case carrier should complete one form for each person that is responsible for implementing any portion of an IEP. If that person is an employee of the district, the case carrier should inform them how they can access the IEP or, attach the portion of the IEP that pertains to them or attach the complete IEP. In the case of special education providers from other public education agencies (including the county office or SELPA), whether they provide their service at the student's school site or a different site, the case carrier should provide them with a complete copy.

## FAQs

Does every teacher or staff member need a copy of the student's IEP?

*Yes, any person responsible for implementing a portion of a student's IEP should receive a copy of that IEP. This would include some classified staff members. For example, with a student on a behavior plan, playground monitors are often responsible for implementing portions of the behavior plan but would not otherwise be aware of the behavior plan. It is best practice to have teachers and other staff members sign acknowledgement of receipt of IEPs and commit to reading and implementing them.*

## **REMINDERS**

- Every teacher and service provider must be informed of their responsibility(s) with regard to the implementation of the IEP.
- Employees of other agencies that provide service at a location other than the school site must be given a copy of the complete IEP.
- Districts should have a method for documenting that teachers and service providers were informed of their responsibilities.
- IEPs are confidential documents and all copies should be kept in a secured location.