

Ministry of Education

Ministère de l'Éducation

Deputy Minister

Sous-ministre

Mowat Block
Queen's Park
Toronto ON M7A 1L2
Telephone (416) 325-2600
Facsimile (416) 327-9063

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2
Téléphone (416) 325-2600
Télécopieur (416) 327-9063



MEMORANDUM TO: Directors of Education
Supervisory Officers and Secretary-Treasurers
of School Authorities
Director of Provincial Schools
Supervisory Officer of Centre Jules-Léger
Chairs of Special Education Advisory Committees (SEAC)

FROM: Kevin Costante
Deputy Minister

DATE: April 5, 2011

SUBJECT: **Instructions Regarding School Boards'/School Authorities'
Reports on the Provision of Special Education Programs and
Services, 2011**

This is to advise you that you continue to be required to ensure that a comprehensive report is made publicly available regarding the current special education programs and services available to meet the needs of the students in your board.

A current and comprehensive Special Education Report would include the components that are defined in *Standards for School Boards' Special Education Plans (2000)* as well as the protocols established in PPM 149.

School boards will need to review the report prepared for 2010-11 and update it by making any necessary additions and/or amendments to relevant sections. In preparing or updating this report, school boards and school authorities must continue to consult with their respective Special Education Advisory Committees (SEAC) as per *Regulation 464/97*.

Each school board must ensure that this information is made available to all members of the board community by the start of each school year. Most school boards and some School Authorities made their 2010 Special Education Reports publicly available by posting them on their public websites.

In order that the Ministry is kept informed about current special education programs and services and any amendments made to your Special Education Report, you are also required to provide the electronic link to the report on your board website. If your school board report is not available on your board website, an electronic file of the report or a paper copy must be submitted to the Ministry.

Please complete the attached 2011 Special Education Report Checklist (Appendix A) to identify:

- components of your board's special education report that include amended information in regards to the special education programs and services that will be available for 2011-12
- addition of new information required on PPM 149
- the method (electronic link to report on board website, electronic file, paper copy) used to provide Ministry and public access to the report.

Please submit a copy of the completed checklist including board website link, electronic file or paper copy to your regional office by September 1, 2011.

As you are aware, special education planning is also included in the board improvement planning process focussed on improving student achievement. As the achievement of students with special education needs is considered in the development, implementation and monitoring of the Board Improvement Plans for Student Achievement, you are encouraged to continue consulting with your SEAC regarding these processes.

Any questions in regard to the Special Education Reports should be directed to the Special Education Lead in your region.

Thank you for your continuing efforts to support students with special education needs.

Sincerely,

Kevin Costante

Appendix A

2011 Special Education Report Checklist for:	
(District School Board/School Authority)	
Only check if information updated for 2011	
Special Education Programs and Services	
Model for Special Education	<input type="checkbox"/>
Identification, Placement, and Review Committee (IPRC) Process	<input type="checkbox"/>
Special Education Placements Provided by the Board	<input type="checkbox"/>
Individual Education Plans (IEP)	<input type="checkbox"/>
Special Education Staff	<input type="checkbox"/>
Specialized Equipment	<input type="checkbox"/>
Transportation for Students with Special Education Needs	<input type="checkbox"/>
Transition Planning	<input type="checkbox"/>
Provincial Information	
Roles and Responsibilities	<input type="checkbox"/>
Categories and Definitions of Exceptionalities	<input type="checkbox"/>
Provincial and Demonstration Schools in Ontario	<input type="checkbox"/>
Other Related Information Required for Community	
Early Identification Procedures and Intervention Strategies	<input type="checkbox"/>
Educational and Other Assessments	<input type="checkbox"/>
Coordination of Services with Other Ministries or Agencies	<input type="checkbox"/>
Specialized Health Support Services in School Settings	<input type="checkbox"/>
Staff Development	<input type="checkbox"/>
Accessibility (AODA)	<input type="checkbox"/>
Parent Guide to Special Education Board Website link to Parent Guide: _____	<input type="checkbox"/>

The Special Education Advisory Committee (SEAC)	<input type="checkbox"/>
Additional Information to be included 2011	Check if new information included
Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals (PPM 149) posted on school board website.	<input type="checkbox"/>

<p>Please identify the method that the Special Education Report is made available to the public and the Ministry</p> <p>Board website <input type="checkbox"/> Please provide link: _____</p> <p>Electronic file <input type="checkbox"/></p> <p>Paper Copy <input type="checkbox"/></p> <p>Signature of the Director of Education</p> <p style="text-align: right;">Date _____</p>
