



## CITY SCHOOL DISTRICT OF ALBANY IEP DISTRIBUTION & IMPLEMENTATION

**The Board of Education of the City School District of Albany** adopts the following policies and procedures to ensure, in accordance with law and regulation, that school personnel responsible for the implementation of a student's Individualized Education Program (IEP) be given a copy prior to such implementation and be informed of their duties in its implementation.

The Chairperson of the Committee on Special Education (CSE) shall:

- Arrange to provide every regular education teacher, special education teacher, related service provider, and “other service provider” responsible for the implementation of a student’s IEP with a copy, either electronically or on paper, prior to its implementation; and
  - The term “other service provider” means a representative of another public school, BOCES, a charter school, a private approved school, a state school for the blind or deaf, or a child care institution where the student will receive special education in accordance with an IEP;
- Designate, for each student identified as a student with a disability, a professional employee of the school district who is knowledgeable about the student’s disability and education program [hereinafter referred to as the “Designated Professional”];
- Ensure that the parents of the child with a disability receive a copy of their child’s IEP prior to the commencement of the school year and following a meeting recommending a change of placement or program.
- Ensure that paraprofessionals (teacher aides and teaching assistants) and other providers or support staff have access to IEPs which they assist in implementing through the special education teacher, regular education teacher, or related service provider under whose direction they work.

### **IMPLEMENTATION**

#### **Designated Professional**

The Designated Professional assigned to a student with a disability shall meet or communicate, in writing, with those regular education teachers, special education teachers, or related service providers, paraprofessionals, support staff persons, and “other service providers” responsible for implementation of the student’s IEP, to advise them of their specific responsibilities for implementation, including the specific accommodations, modifications, and supports those individuals must provide for the student with his/her IEP.

## **CSE Chairperson**

The CSE Chairperson shall arrange to provide every special education teacher, regular education teacher, and related services provider responsible for the implementation of the student's IEP with a copy of the student's IEP prior to its implementation and prior to any change in the student's program or placement.

The Chairperson of the CSE shall also ensure that "other service providers", as defined in this policy, receive a copy of a student's IEP, either electronically or in writing, prior to implementation.

### **CONFIDENTIALITY**

Any individual receiving a copy of a student's IEP pursuant to this policy is strictly prohibited from disclosing any information derived from the IEP in any manner or form whatsoever, unless specifically authorized to do so under the Policy of the Board of Education governing Confidentiality of Student Records.