Steps In The IPRC Process

**1.    Referral**

Principals, teachers and parent/guardians may refer a child to an IPRC

If parent/guardians make a written request for an IPRC for their child principals must refer the child to the committee

It is appropriate to state the reason for requesting an IPRC

**2.    Assessment**

An educational assessment of the child must be obtained and is prepared by an educational team and will include both formal & informal information gathered during the child's school years from both teachers and parent/guardians

The committee may obtain, with written parent/guardian permission, a health or psychological assessment of the child. Not all boards are willing to accept outside psychological assessments

ABC believes that parent/guardians should share any information with the school which may affect the determination of the committee and the school should do the same

Parents/guardians have the right to review the information in their child's OSR (Ontario School Record) at any time

**3.     IPRC Meeting**

The board establishes the date and location of the IPRC

Parents/guardians should be informed well in advance in order to make arrangements to attend. Parents/guardians should be able to request a more convenient time

The committee shall be made up of three persons, including a supervisor officer or principal

Parents/guardians should attend. Where appropriate, the child may be interviewed and/or included

Parents/guardians should be present for all of the discussions of their child and be part of the decision-making process

The IPRC decision, regarding identification and placement must be forwarded in writing to the parents/guardians and the principal

Prior to placement, the parents/guardians must give written consent

**4.    Placement**

"Placement in a special education setting must allow for a special education program and any special education services deemed necessary in meeting the identified needs of the exceptional pupil". (Special Education Information Handbook, 1984 p.52)

**5.    Review**

At least once a year, the placement of each exceptional pupil will be reviewed by the IPRC. Parents/guardians must be advised in writing of any review and of the decision

A parent/guardian or the principal may request a Review by a Committee any time after a student has been in a placement for 3 months

Placement of an exceptional child cannot be changed without prior notice in writing of the proposed change, a discussion between the IPRC and the parent/guardian and written consent of the parent/guardian.