

DOCUMENTATION OF ACCESSIBILITY OF IEP FOR GENERAL EDUCATION PERSONNEL

The Teacher of Record is responsible for ensuring that all personnel who are responsible for the implementation of the IEP have a copy of the student's IEP accommodations and be informed how to access a complete copy of the student's IEP.

The TOR must inform each teacher and service provider of his or her specific responsibilities related to implementing the student's IEP. All personnel include all general education teachers, special area teachers, related services providers, and other service providers.

In order to document that each teacher and service provider has been informed of their responsibilities and know where to access a copy of the IEP, the TOR will meet with personnel to discuss the IEP and related responsibilities and collect a signature on the attached form. Please attach this form to the completed IEP before you send it to our office. Be sure to have a copy of this form attached to your copy and the office copy of the IEP.

Complete this form under the following circumstances:

- * Beginning of each new school year.
- * Anytime the IEP is revised
- * When a student changes classes such as a new semester or trimester
- * Student schedule change
- * A move-in student after the school year has begun
- * After the annual case review

It is also recommended that each general education teacher or service provider be supplied with a copy of the student's accommodations to the IEP. Copies of accommodations can be printed directly from ISTART7 by going to the Goals and Accommodations under "My Caseload." When this area is found, check the accommodations section and print.