

IEP (ANNOTATED)

Student's Name:

**INDIVIDUALIZED EDUCATION PROGRAM (IEP) (ANNOTATED)**

\*\*\*\*\* School Age

Student's Name:

IEP Team Meeting Date:

IEP Implementation Date (Projected Date when Services and Programs Will Begin):

Anticipated Duration of Services and Programs:

**ANNOTATION:**

**IEP Team Meeting Date:** Write the date that the IEP team meeting is held. An IEP team meeting is to occur no less than once per calendar year and is conducted within 30 calendar days of a determination that the student needs special education and related services (30 calendar days following the completion of the Evaluation and Reevaluation Reports).

**IEP Implementation Date (Projected Date when Services and Programs Will Begin):** Write the first day the student will begin to receive the supports and services described in this IEP. IEPs must be implemented as soon as possible but no later than 10 SCHOOL days after the final IEP is presented to the parent. However, when a NOREP/PWN must be issued to the parent, the LEA must wait until the 11<sup>th</sup> calendar day after presenting the NOREP/PWN to the parent.

The LEA must have an IEP in effect for each student with a disability at the beginning of each school year. If the IEP annual review is due sometime in the summer, the school may not wait until the new school year to write the IEP. The IEP must be in effect at the beginning of each school year.

**Anticipated Duration of Services and Programs:** Write the last day that the student will receive the services and programs of this IEP. This date must be one day less than a year from the team meeting date. If the IEP meeting date is 12/14/08, the anticipated duration date must be no later than 12/13/09.

**NOTE:** This IEP form is also to be used for students with disabilities who are also gifted. The following sections must be addressed for these students in relation to gifted services:

- Present Levels of Academic Achievement and Functional Performance (referred to as Present Levels of Educational Performance in Gifted IEP)
- Measurable Annual Goal and Short Term Objectives (referred to as Short Term Learning Outcomes in Gifted IEP)
- Specially Designed Instruction; AND
- Related Services (referred to as Support Services Needed to Ensure the Student Benefits from or Gains Access to a Gifted Education Program in the Gifted IEP)

If a student is determined to be both gifted and eligible for special education, the procedures in Chapter 14 are followed.

IEP (ANNOTATED)

Student's Name:

Date of Birth:

Age:

Grade:

Anticipated Year of Graduation:

Local Education Agency (LEA):

Parent/Guardian/Surrogate Name:

County of Residence:

Address:

Phone: (Home):

(Work):

Other Information:

**ANNOTATION:**

Complete the demographic items included above. Additional information that the Local Education Agency (LEA) has found to be useful may also be included. For example, if a language other than English is spoken in the home that could be included under **Other Information**. The LEA may also wish to list the attempts to contact the parent to attend the IEP meeting under **Other Information**. If there is nothing to include in this space write *Not Applicable or N/A*.

The LEA must ensure that EACH of the following people who work with the student has access to the student's IEP:

- Regular education teacher(s)
- Special education teacher(s)
- Related service provider(s)
- Any other service provider(s), including paraprofessionals, who are responsible for implementation of the IEP

The LEA must also be sure that each of the people listed above know his/her responsibilities related to implementing the student's IEP including the specific accommodations, modifications, and supports that must be provided. For a student who is transition age (14 or younger, if determined appropriate by the IEP team) to ensure a coordinated set of activities leading to successful post-school goals, the Anticipated Year of Graduation should be considered when developing IEP section III Transition Services.

**IEPs for children who transfer within Pennsylvania:** If a student with a disability (who had an IEP that was in effect in a previous LEA within PA) transfers to a new LEA and enrolls in a new school within the same school year, the new LEA (in consultation with the parents) must provide a free and appropriate public education (FAPE) to the student (including services comparable to those described in the student's IEP from the previous public agency) until the new LEA:

- Adopts the student's IEP from the previous LEA; OR
- Develops, adopts, and implements a new IEP

Student's Name:

**IEPs for children who transfer from another State:** If a student with a disability (who had an IEP that was in effect in a previous LEA in another State) transfers to a LEA in PA and enrolls in a new school within the same school year, the new LEA (in consultation with the parents) must provide the student with FAPE (including services comparable to those described in the student's IEP from the previous LEA) until the new LEA:

- Conducts an evaluation and completes an Evaluation Report (if determined necessary by the new LEA); AND
- Develops, adopts, and implements a new IEP, if appropriate

This evaluation would be treated as an initial evaluation (and require parental consent) because its purpose is to determine if the student has a disability and educational needs.

To ensure a smooth transition, the new LEA (where the student enrolls) must make reasonable attempts to promptly obtain the student's educational records, including the IEP and supporting documents and any other records relating to the provision FAPE to the student, from the previous LEA where the student was enrolled; and the previous LEA where the student was enrolled must take reasonable steps to promptly respond to the new LEA's request for educational records.

The LEA and parent have agreed to make the following changes to the IEP without convening an IEP meeting, as documented by:

**ANNOTATION:**

The IEP may be revised after the initial and/or annual meeting without an IEP team meeting. It is the responsibility of the LEA to authorize all changes/revisions to the IEP and to be involved in this revision process. This section documents HOW the agreed upon revisions occurred (e.g., dates and times of phone conversation, discussion of strategies at a prior meeting).

Date of Revision(s)	Participants / Roles	IEP Section(s) Amended

**ANNOTATION:**

When the parent and LEA have made revisions to the IEP without reconvening the team, the date the revision was made is listed in the first column. This may or may not be the same as the date that the revisions were agreed upon. The names of team members involved in the revision are listed (signature not required).

Indicate the section(s) of the IEP that was revised by referencing section number(s) and/or page(s) of the IEP. LEAs can choose any number of ways to document revised sections on the IEP. For example, changes can be highlighted, underlined, italicized, hand written, etc.

The LEA must ensure that the student's IEP team and anyone who provides services to the student are informed of the revisions. Each teacher and/or related service provider must be informed of his/her specific responsibilities related to implementing the student's IEP including the specific accommodations, modifications, and supports that must be provided for the student as specified in the IEP.

Student's Name:

**IEP TEAM/SIGNATURES**

The Individualized Education Program Team makes the decisions about the student's program and placement. The student's parent(s), the student's special education teacher, and a representative from the local education agency are required members of this team. Signature on this IEP documents attendance, not agreement.

Role	Printed Name	Signature
Parent/Guardian/Surrogate		
Parent/Guardian/Surrogate		
Student*		
Regular Education Teacher**		
Special Education Teacher		
Local Ed Agency Rep		
Career/Tech Ed Rep***		
Community Agency Rep***		
Teacher of the Gifted****		

\* The IEP team must invite the student if transition services are being planned or if the parents choose to have the student participate.

\*\* If the student is, or may be, participating in the regular education environment

\*\*\* As determined by the LEA as needed for transition services

\*\*\*\* A teacher of the gifted is required when writing an IEP for a student with a disability who also is gifted.

One individual listed above must be able to interpret the instructional implications of any evaluation results.

Written input received from the following members:

**ANNOTATION:**

**IEP Team/Signatures:** This section documents the attendance of the IEP team members who are present at the meeting. Attendance may include participation via telephone or videoconference. The IEP team may list the names of individuals who participate via telephone or videoconference (in the printed name column) and note how they participated.

Student's Name:

**Required IEP Team members:**

- Parents
- Not less than one regular education teacher when the student is or may be participating in the regular education environment
- Not less than one special education teacher
- LEA representative
- Someone who can interpret the instructional implications of evaluation results (role may be filled by another IEP team member)
- Others (e.g., community agencies)
- Student, when appropriate
- A teacher of the gifted is required when an IEP is being developed for a student with a disability who is also gifted.

**An explanation of some of these members is listed below:**

**Student:** The student must be invited to participate in the IEP meeting if a purpose of the meeting will be the discussion of the student's postsecondary goals and related transition services. If the student does not attend, the LEA must take other steps to ensure that the student's preferences and interests are considered.

**Career and Tech Ed Rep:** With regard to the placement of students with IEPs in vocational programming, faculty from the vocational programs in which students are recommended for placement will participate as members of the IEP team. IEP team meetings, when scheduled by the school district, must give timely notice to the vocational and technical education representative assigned and must be attended by the vocational and technical education representative.

**Community Agency Rep:** To the extent appropriate and with parental consent, the LEA must invite, after receipt of parental consent, a representative of any participating agency that is likely to be responsible for providing or paying for transition services if the purpose of the IEP meeting is the discussion of the student's postsecondary goals and related transition services. If the Community Agency Rep is unable to attend the IEP team meeting, that person may still submit information to the IEP team that is relevant to the planning of transition services so that appropriate and meaningful planning may be completed.

**Regular Education Teacher:** A regular education teacher of the student must participate in the development of the IEP of the student, including the determination of appropriate positive behavioral interventions and supports and other strategies for the student and supplementary aids and services, program modifications, and support for school personnel. A regular education teacher is a required member of the IEP team when the student is or may be participating in the regular education classroom. In such cases, the regular education teacher would be expected to attend each IEP team meeting, unless he/she has been excused from attending through the use of the *Parent Consent to Excuse Members from Attending the IEP Team Meeting*. If the student is participating in several regular education classes, every regular education teacher is not required to attend.

**Written input received from the following members:** This section is used to document the names of the IEP team members who were excused from the IEP Team meeting and submitted information to the IEP team in writing before the meeting as well as information received in writing from other school personnel. Excusal from attendance applies only to the following team members: Regular education teacher, special education teacher, LEA representative, and other individual who can interpret implications of evaluation results. Excusal is agreed upon via the *Parent Consent to Excuse Members from Attending the IEP Team Meeting* form. If an IEP team member has been excused he/she is not to sign that they have attended.

Student's Name:

The LEA determines the specific personnel to fill the roles for the public agency's required participants at the IEP team meeting. If a student has more than one regular education teacher responsible for carrying out a portion of the IEP, the LEA may designate which teacher or teachers will serve as the regular education teacher as part of the IEP team.

IDEA 2004 requires not less than one special education teacher of the child, or where appropriate, not less than one special education provider of the child. Therefore, if a speech pathologist, occupational therapist, or other special education provider, other than the student's special education teacher, is on the IEP team, written consent from the parent would be required for the speech pathologist, occupational therapist, or other special education provider to be excused from attending the IEP team meeting when the IEP team meeting involves a modification to, or discussion of, the IEP team member's related services or area of the curriculum.

### Transfer of Rights at Age of Majority

For purposes of education, the age of majority is reached in Pennsylvania when the individual reaches 21 years of age. Likewise, for purposes of the Individuals with Disabilities Education Act, the age of majority is reached for students with disabilities when they reach 21 years of age.

#### ANNOTATION:

The *Transfer of Rights at Age of Majority* is here for INFORMATIONAL PURPOSES only, to inform parents that they are the responsible entity for educational decisions until the child meets exit criteria (ages out/exceeds the age of eligibility for FAPE OR graduates with a regular high school diploma). Pennsylvania does not transfer rights at the age of majority to any student, including a student with a disability.

### PROCEDURAL SAFEGUARDS NOTICE

I have received a copy of the *Procedural Safeguards Notice* during this school year. The school has informed me whom I may contact if I need more information. The *Procedural Safeguards Notice* provides information about your rights, including the process for disagreeing with the IEP.

Signature: \_\_\_\_\_

#### ANNOTATION:

This section provides documentation that the parent has received a copy of the Procedural Safeguards Notice. The parent(s)/guardian/surrogate must sign acknowledging receipt and awareness of whom to contact if more information is needed. The Procedural Safeguards Notice (PSN) must be presented to the parents once per year. The PSN also must be given:

- Upon notice of a disciplinary change of placement
- Initial referral or parent request for evaluation
- Parent request for the PSN, AND
- The first occurrence of a due process complaint or State complaint in a school year

Student's Name:

**I. SPECIAL CONSIDERATIONS THE IEP TEAM MUST CONSIDER BEFORE DEVELOPING THE IEP. ANY FACTORS CHECKED AS "YES" MUST BE ADDRESSED IN THE IEP.**

**Is the student blind or visually impaired?**

Yes – The IEP must include a description of the instruction in Braille and the use of Braille unless the IEP team determines, after an evaluation of the student's reading and writing skills, needs, and appropriate reading and writing media (including an evaluation of the student's future needs for instruction in Braille or the use of Braille), that instruction in Braille or the use of Braille is not appropriate for the student.

No

**ANNOTATION:**

Braille instruction and materials must be provided to any student who is identified as having visual impairment unless the IEP team determines that instruction in braille or the use of braille is not appropriate for the student. This is determined after conducting an evaluation of and analyzing the student's reading, writing and computing skills, needs and appropriate literacy media including the student's future needs.

A learning media assessment is one way to make this decision. The IEP team could then incorporate the results of the learning media assessment into the IEP, documenting the student's present need for braille and likelihood of future need. The learning media assessment includes a variety of indicators such as:

- Clinical information documenting medical information about the student's medical condition and visual prognosis
- A functional vision assessment, which assesses the student's use of vision
- Documentation of the student's use of sensory channels to acquire information, and:
- The student's ability to read, write and compute (for both short and sustained duration).

The IEP team should adopt a systematic method of documenting this information for all children with visual impairments, including children with multiple disabilities.

**QUESTIONS FOR THE IEP TEAM TO CONSIDER:**

- Is there a pattern of reliance on vision, touch or other senses to gather information?
- Is the student able to read own handwriting?
- Does the student have a portable method of reading, writing and computing?
- Is the student's academic progress impeded by the current method of reading, writing and computing (e.g. sustained time on task)?
- Is the student's academic and functional progress commensurate with same-age peers?
- Is there a prognosis for continued vision loss or is the vision stable?
- Does the student require assistive devices for getting and giving information?

Student's Name:

**Is the student deaf or hard of hearing?**

Yes – The IEP must include a communication plan to address the following: language and communication needs; opportunities for direct communications with peers and professional personnel in the student's language and communication mode; academic level; full range of needs, including opportunities for direct instruction in the student's language and communication mode; and assistive technology devices and services. Indicate in which section of the IEP these considerations are addressed. A Communication Plan is available at: [www.pattan.net](http://www.pattan.net)

No

**ANNOTATION:**

The IEP must include a communication plan for students who are deaf or hard of hearing to address the appropriate language and communication needs, opportunities for direct communications with peers and professional personnel in the child's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the child's language and communication mode; and assistive technology devices and services. All students who use manual communication (i.e., American Sign Language, Manually Coded English, or Pidgin Sign English) as their primary method of communication should be given consideration for placement into a classroom or program in which the teacher, other children, and the ancillary support services providers understand and use the appropriate communication mode.

**QUESTIONS FOR THE IEP TEAM TO CONSIDER:**

- What is the student's typical mode of communication?
- Is an educational interpreter or transliterator needed for the child to participate in and benefit from classroom instruction and/or social interaction?
- What opportunities exist to foster communication with the general population?
- What opportunities exist for direct instruction (without interpreter support) in the child's language and communication mode?
- Does the child require assistive devices to assist in the development and use of meaningful language used in direct instruction?
- What other considerations (e.g., mode of communication used at home) should be addressed?



Student's Name:

**Does the student have communication needs?**

Yes – Student needs must be addressed in the IEP (i.e., present levels, specially designed instruction (SDI), annuals goals, etc.)

No

**ANNOTATION:**

The team must give special consideration to the communication and language needs of the student. This is determined by observations of daily interactions with a variety of communication partners (e.g., professionals and peers) in a variety of settings. Consideration should also be given to the mode(s) of communication used by the student to receive information and/or provide information (communicate) to others as well as the effectiveness of that mode of communication. Family input is critical to comprehensive communication considerations.

**QUESTIONS FOR THE IEP TEAM TO CONSIDER:**

- What is the student's typical mode of communication?
- Is the student understood by others, especially with unfamiliar communication partners?
- What opportunities exist to foster communication with others?
- Do the student's communication skills impact upon learning?
- Does the student require assistive devices to assist in the development and use of meaningful language used in direct instruction?
- What other considerations (e.g., mode of communication used at home) should be addressed?

**Does the student need assistive technology devices and/or services?**

Yes – Student needs must be addressed in the IEP (i.e., present levels, specially designed instruction, annual goals, etc)

No

**ANNOTATION:**

The IEP team must give special consideration to the assistive technology devices and/or services that are needed by the student.

**Assistive technology *device*** means any item, piece of equipment, or product system whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain or improve the functional capabilities of a child with a disability. An assistive technology device does not include a medical device surgically implanted or the replacement of such a device.

**Assistive technology *service*** means any service that directly assists a student with a disability in the selection, acquisition or use of an assistive technology device.

**Assistive technology** includes any special equipment or technology that students may need to help them participate in school, including state and local assessments, and the services required for assessment and implementation of these devices.

**QUESTIONS FOR THE IEP TEAM TO CONSIDER:**

**Does the student need assistive technology:**

- to meaningfully participate in the general curriculum?
- to participate in academic or functional activities?
- to access print materials?
- to access auditory information?
- for written communication and/or computer access?
- for augmentative/alternative communication (AAC)?
- to participate in state and local assessments (is it addressed in Section VI of the IEP (SDI))?

**Does the student require AT services for:**

- evaluation of needs?
- purchasing, leasing, or providing for acquisition?
- selecting, designing, fitting, customizing, adapting, etc. AT devices?
- coordinating and using other therapies, interventions, or services with AT devices; i.e. who will charge/maintain device and provide updates?
- training or technical assistance for student, family, professional (if YES, then document these training/technical assistance needs in section VI C (Supports for School Personnel)?)

Student's Name:

**Does the student have limited English proficiency?**

Yes – The IEP team must address the student’s language needs and how those needs relate to the IEP.

No

**ANNOTATION:**

Consideration of the language needs of all students with limited English proficiency (LEP) receiving special education services must be given “as such needs relate to the student’s IEP.” IEP teams must determine if the issues/problems the student is experiencing are due to the fact that the student is acquiring a second language or due to a possible disability. When assessing students who are LEP is it essential to compare the results to other LEP students with similar background, years of second language acquisition, and English as a Second Language (ESL) programs.

**QUESTIONS FOR THE IEP TEAM TO CONSIDER:**

- Is the student’s difficulty due to a disability or second language acquisition?
- Is the disability present in the native language?
- What was the first language the student learned to speak?
- What language does the student speak most often at home? With friends? With neighbors?
- What language(s) is spoken most often in the home?
- Was the ESL/Bilingual/Migrant teacher a member of the IEP team?
- How will the team assess the student’s progress in the general education curriculum?
- How will services be coordinated (i.e., special education and ESL)?
- What accommodations for LEP are necessary for instruction and participation in the PSSA/PASA?
- What language or mode of communication will be used to address parents or family members?

Student's Name:

**Does the student exhibit behaviors that impede his/her learning or that of others?**

- Yes – The IEP team must develop a Positive Behavior Support Plan that is based on a functional assessment of behavior and that utilizes positive behavior techniques. Results of the functional assessment of behavior may be listed in the Present Levels section of the IEP with a clear measurable plan to address the behavior in the Goals and Specially Designed Instruction sections of the IEP or in the Positive Behavior Support Plan if this is a separate document that is attached to the IEP. A Positive Behavior Support Plan and a Functional Behavioral Assessment form are available at [www.pattan.net](http://www.pattan.net)
- No

**ANNOTATION:**

For a student whose behavior impedes his/her own learning or the learning of others, the IEP team must consider strategies and supports, including positive behavioral interventions, to address that behavior. If checked “yes,” then a positive behavior support plan must be developed by the IEP team, be based on a functional behavior assessment, and this plan will become part of the student’s IEP.

**QUESTIONS FOR THE IEP TEAM TO CONSIDER:**

- Does the student’s challenging behavior persist despite implementation of informal behavior change strategies?
- Do functional assessment results indicate that deficits in communication and/or academic skills contribute to challenging behaviors?
- Has the student lost access to instructional time due to in-school disciplinary referrals and/or suspension from school?
- Does the current educational placement utilize positive reinforcement and other positive techniques to shape a student’s behavior?
- Has the student’s behavior contributed to consideration of a more restrictive placement?

**Other (specify):**

**ANNOTATION:**

The IEP team should address whether there are any other considerations to take into account when developing an IEP for a student with a disability. For example, the IEP team must address voter registration as required as part of the IEP process for students who turn 18 during the term of this IEP.

Student's Name:

## II. PRESENT LEVELS OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE

### Include the following information related to the student:

- Present levels of academic achievement (e.g., most recent evaluation of the student, results of formative assessments, curriculum-based assessments, transition assessments, progress toward current goals)
- Present levels of functional performance (e.g., behavior results from a functional behavior assessment, results of ecological assessments, progress toward current goals)
- Present levels related to current post secondary transition goals if the student's age is 14 or younger if determined appropriate by the IEP team. (e.g., results of formative assessments, curriculum-based assessments, progress toward current goals)
- Parental concerns for enhancing the education of the student
- How the student's disability affects involvement and progress in the general education curriculum
- Strengths
- Academic, developmental, and functional needs related to student's disability

### ANNOTATION:

This section provides a summary of the student's performance in his/her current educational program and indicates the student's instructional and functional levels. It includes information regarding classroom performance and the results of any academic achievement or functional performance assessments that have been administered. Information contained in this section provides baseline data for developing the IEP and writing measurable annual goals. The information in this section should consider the most recent results of the initial *Evaluation Report* or *Reevaluation Report*, results of curriculum based assessments, concerns of the parents for enhancing the education of their child, and results of ongoing progress monitoring. The information should be stated in clear and concrete terminology. Any special considerations identified in Section I of the IEP must be addressed in this section.

General information on completing this section follows:

- The method for determining the instructional level should relate to day-to-day instruction and include a description of the student's performance in all relevant areas and subjects.
- If the student is currently receiving special education services, information about the student's progress toward his/her annual goals must be included.
- If the student has limited English proficiency, a statement of native language performance and of English proficiency level should be included here.

For a student who is transition age (14 or younger, if appropriate, during this IEP), based upon age appropriate transition assessments, the IEP must include information about the student's needs, strengths, interests and preferences as they relate to the student's post school goals. All needs identified by the IEP team in this section must be addressed in subsequent sections of the IEP.

**Present levels of academic achievement:** Present levels of ACADEMIC achievement refer to how the student is performing within the general education curriculum, including reading, writing, and mathematics. Describe how the student is progressing within the general education curriculum in relation to his/her peers and state-approved grade level standards. Include current instructional levels, description of permanent products, and work completion. Describe classroom strategies or interventions applied and their results. Describe any additional or alternative instructional materials, instructional time or personnel.

**Present levels of functional performance:** This section includes information regarding classroom performance and the results of any functional assessments that have been administered. Include current functional levels and strengths and needs that may be developmental. Functional performance is related to activities of daily living, such as hygiene, dressing, basic consumer skills, community-based instruction, etc. Functional performance may also be defined as the ability to access public transportation, social/emotional learning skills or behavioral difficulties, and the consideration of personal safety and socially appropriate behavior.

If applicable, the information from a functional behavioral assessment should be included in this section. Information included in this section should include performance data and current skill levels, not just a description of academic and behavioral deficits. Information included here does not have to be indicative of a deficit. For example, the IEP team could write, “the student’s functional performance in all areas is age appropriate”.

**Present levels related to current postsecondary transition goals:** This section should provide a concise description of the student’s current Academic Achievement and Functional Performance based on age appropriate assessments related to the student’s targeted postsecondary goals if the IEP team determines that transition services are needed. Examples of formal or informal assessments that may be listed and explained in this section include: SATs, interest inventories, vocational evaluations, career surveys, as well as academic and functional assessments.

**Parental concerns for enhancing the education of the student:** A discussion about the parents’ concerns for enhancing their child’s education is to take place during the IEP Team meeting. The results of that discussion are documented in this section of the IEP.

**How the student’s disability affects involvement and progress in the general education curriculum:** This section should include statements about the student’s progress in the general education curriculum (regardless of where the student currently receives services, he or she should be involved in the general education curriculum (state standards, Assessment Anchors, and/or Eligible Content)), and how he/she is accessing the general education curriculum with or without modifications, adaptations, and support services. The information should be clear enough to demonstrate the need for the continuation, elimination, or additional support and services in the student’s IEP.

The IEP team must determine how the student will access, be involved in, and make progress in the general education curriculum. This determination should be based on assessments that relate directly to the general education curriculum and grade level content standards, and then be reflected in the IEP statement of the student’s present levels. Information in this section will drive the development of the supports and services in the IEP. Reference to the PA Academic Standards, Assessment Anchors, and/or eligible content may be written in this section.

**Strengths/Academic, developmental, and functional needs related to student's disability:** In this section, the IEP team will describe or list what the student does well (i.e., strengths). In addition, the IEP team needs to describe the specific needs of the student related to the student's disability and how the disability may make involvement and progress in the general education curriculum and in all grade level standards challenging. This section will also describe kinds of specialized support and service that are necessary for the student to access and make progress in the general education curriculum in the regular education class.

For a student who is transition age (14 or younger, if appropriate, during this IEP), the IEP must also include information about the student's needs, taking into account the student's strengths, interests and preferences and includes the development of post school goals. All needs identified by the IEP team must be addressed in subsequent sections of the IEP. Information in this section will provide for any services included in the IEP.

**Gifted:** For a student with a disability who is also gifted, present levels of educational performance must be listed. This is to include a summary of the information contained in sections I, II, and III of the student's Gifted Written Report. Examples of information that may be included are:

- Summary of performance in current educational program
- Instructional levels
- Specific aptitudes and abilities
- Rates of acquisition and retention
- Interests-strengths-needs
- Creativity assessment
- Problem solving and higher level thinking skills
- Social/emotional needs

**Behaviors that impede learning:**

When behavior is determined to be a special consideration, Functional Behavior Assessment (FBA) data should be included here. FBA identifies the problem behavior(s), the likely recurring consequence, and conditions that reliably precede the occurrence of the problem behavior.

It is critical that a hypothesis statement be provided. A complete FBA clearly defines (a) the problem behavior, (b) the antecedent conditions that exist both when the behavior occurs and does not occur, (c) the consequences that maintain the behavior, (d) a clear definition of the behavior we want the student to exhibit in place of the problem behavior, and (e) a statement of the behavioral function.

Below is a list of examples for data sources considered when developing a FBA:

Archival Data: Review of office discipline referrals; Academic performance levels in reading, writing, and math performance

Indirect Assessment: Student interview; teacher interviews; parent interviews

Direct Assessment: Observation during academic and nonacademic activities; Observation when behavior problem occurs and does not occur

Student's Name:

III. **TRANSITION SERVICES** – This is required for students age 14 or younger if determined appropriate by the IEP team. If the student does not attend the IEP meeting, the school must take other steps to ensure that the student’s preferences and interests are considered. Transition services are a coordinated set of activities for a student with a disability that is designed to be within a results oriented process, that is focused on improving the academic and functional achievement of the student with a disability to facilitate the student’s movement from school to post school activities, including postsecondary education, vocational education, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation that is based on the individual student’s needs taking into account the student’s strengths, preferences, and interests.

**POST SCHOOL GOALS:** Based on age appropriate assessment, define and project the appropriate measurable postsecondary goals that address education and training, employment, and as needed, independent living. Under each area, list the services/activities and courses of study that support that goal. Include for each service/activity the location, frequency, projected beginning date, anticipated duration, and person/agency responsible.

**ANNOTATION:**

Transition services must begin not later than the first IEP to be in effect when the student turns 14 or younger, if determined appropriate by the IEP team, and updated annually.

The student's IEP must contain appropriate measurable postsecondary goals based upon age appropriate transition assessments related to training, education, employment, and, where appropriate, independent living skills. Postsecondary goals are a vital part of the IEP. The transition section of the IEP must contain courses of study needed to assist the student in reaching postsecondary goals.

Courses of study is a list of the content areas in which the student receives instruction during the school day (e.g., English 11, Spanish 2, Geometry, PE, Earth Science), and are intended to assist the student in reaching postsecondary goals. The use of general terms such as “college prep,” “business,” and “general,” do not sufficiently describe how courses will assist the student to reach the postsecondary goal.

Include, if appropriate, a statement of the interagency responsibilities or any needed linkages that must be developed for each student beginning at age 14, or younger if determined appropriate by the IEP team. Transition services and courses of study must be updated annually and included in the Student's Transition Services section of the IEP.

The IEP team must consider post school goals for the student in the areas of postsecondary education and training, postsecondary employment, and independent living (when appropriate). It is possible to include the postsecondary goals of education/training, employment and, if applicable, independent living into one postsecondary goal statement.

For information about postsecondary transition planning and for more examples of measurable post school goals, visit the National Secondary Transition Technical Assistance Center website at <http://www.nsttac.org> <<http://www.nsttac.org/>>



Student's Name:

The IEP team should document that at least one measurable annual goal has been developed for the postsecondary goal areas by circling YES in the box next to the goal. The measurable annual goal would be further developed in section V of the IEP to include short-term objectives, if appropriate, how student progress will be measured and when reports on student progress will be provided to the parent.

In addition, if the student's needs will be met through the general education curriculum (as specified in the Chapter 4 Standards), then a measurable annual goal would not need to be written. This means that if the general education curriculum already contains the supports and services necessary to assist the student in reaching the postsecondary goals, then the team would not indicate that a measurable annual goal is necessary and that there is not a need for specially designed instruction outside the general education curriculum.

Services and activities to assist the student in meeting the postsecondary goals must be listed in the grid under each postsecondary goal. If the IEP team develops a goal that combines the goals areas, the team should make note of that in the other areas in which a goal is not written.

Please note that rows may be added to the grid or columns enlarged to include all needed information.

**QUESTIONS IEP TEAM MIGHT ASK:**

- How will the IEP reflect appropriate transition assessment/data?
- Is there documentation that the student has been invited to attend the IEP meeting?
- Does the course(s) of study reflect the student's postschool goals?
- Who has been designated as being responsible to coordinate transition activities?
- Does the student require assistance regarding personal safety, protection from abuse, self-advocacy, and/or self-awareness?

**For students in Career and Technology Centers, CIP Code:**

**ANNOTATION:**

For students attending a career and technology center (CTC), indicate the program name and the Classification of Instructional Program (CIP) code related to the approved vocational program in which the student is enrolled.

NOTE: CIP codes change frequently. Make sure to check annually with the CTC to ensure the correct code is recorded on the IEP.

Example: Carpentry/Carpenter - 46.0201

Student's Name:

<b>Postsecondary Education and Training Goal(s):</b>	Measurable Annual Goal Yes/No (Document in Section V)
--	---

Courses of Study :

Service/Activity	Location	Frequency	Projected Beginning Date	Anticipated Duration	Person(s)/ Agency Responsible

<b>Employment Goal(s):</b>	Measurable Annual Goal Yes/No (Document in Section V)
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Courses of Study:

Service/Activity	Location	Frequency	Projected Beginning Date	Anticipated Duration	Person(s)/ Agency Responsible

Student's Name:

<b>Independent Living Goal(s), if appropriate:</b>					Measurable Annual Goal Yes/No (Document in Section V)
Courses of Study:					
Service/Activity	Location	Frequency	Projected Beginning Date	Anticipated Duration	Person(s)/ Agency Responsible

**ANNOTATION:**

**Completing the Grid:**

In the COURSES OF STUDY row list the content areas in which the student receives instruction during the school day that will assist the student in reaching the postsecondary goals listed at the top of each table in the grid (e.g., English 11, Geometry, Co-Op placement, Home Economics I, Community Based Instruction, Apartment Program, etc.). Do not use general terms such as college prep, CTE program, functional skills, life skills, general, etc.

In the SERVICE/ACTIVITY column, identify specific actions that will be taken within the duration of this IEP. Examples for Education and Training might include developing self-advocacy skills, register for the SAT, or attend a college fair. Examples for Employment might include in-school work experience, community service, or job shadowing. Examples for Independent Living might include participating in an apartment training program, using public transportation, managing a budget, planning menus and preparing meals, registering with Selective Service or to vote, or practicing pedestrian safety.

Location refers to where the student will be receiving the service/activity. Frequency refers to how often the student will be receiving the service/activity. Documentation of frequency using vague terms such as "As needed" is not appropriate. The projected beginning date and the anticipated duration of the service/activity must be listed. Duration refers to the anticipated ending date for service.

In the PERSON(S)/AGENCY RESPONSIBLE column, indicate the person's title or agency that will ensure each activity/service is completed. Examples might be: OVR, MH/MR, LEA, guidance counselor, school nurse, supports coordinator, special education teacher, etc. The section entitled "Person(s)/Agency Responsible" should not list the parent and/or the student. An individual employed or agency responsible for providing or assuring the provision of this transition service or activity must be listed. If the parent and/or student must participate in the service/activity, this section of the IEP would describe what the responsible agency or employee of the agency will do to facilitate parent and/or student participation and to ascertain the extent to which the service or activity has been effective in achieving the desired transition-related purpose. If the parent and/or student do not participate as necessary in the service/activity, the IEP team should reconvene and investigate options to achieve the participation or consider alternatives for achieving the transition-related purpose of the activity.

Student's Name:

#### IV. PARTICIPATION IN STATE AND LOCAL ASSESSMENTS

##### Instructions for IEP Teams:

Please check the appropriate assessments. If the student will be assessed using the PSSA or the PSSA-Modified, the IEP Team must choose which assessment will be administered for each content area (Reading, Mathematics, and Science). For example, a student may take the PSSA-Modified for Reading and the PSSA for Mathematics and Science. If the student will be assessed using the PASA, the IEP Team need not select content areas because ALL content areas will be assessed using the PASA.

- **PSSA** (Please choose the appropriate option and content areas for the student. A student may be eligible to be assessed using the PSSA-Modified assessment for one or more content areas and be assessed using the PSSA for other content areas.)
- **PSSA-Modified** (Please choose the appropriate option and content areas for the student. A student may be eligible to be assessed using the PSSA-Modified assessment for one or more content areas and be assessed using the PSSA for other content areas.)

Allowable accommodations may be found in the PSSA Accommodations Guidelines at:

[www.portal.state.pa.us/portal/server.pt/community/testing\\_accommodations\\_security/7448](http://www.portal.state.pa.us/portal/server.pt/community/testing_accommodations_security/7448)

Criteria regarding PSSA-Modified eligibility may be found in Guidelines for IEP Teams: Assigning Students with IEPs to State Tests (ASIST) at:

[www.education.state.pa.us/portal/server.pt/community/special\\_education/7465/assessment/607491](http://www.education.state.pa.us/portal/server.pt/community/special_education/7465/assessment/607491)

Criteria regarding PASA eligibility may be found in Guidelines for IEP Teams: Assigning Students with IEPs to State Tests (ASIST) at:

[www.education.state.pa.us/portal/server.pt/community/special\\_education/7465/assessment/607491](http://www.education.state.pa.us/portal/server.pt/community/special_education/7465/assessment/607491)

**Not Assessed** (Please select if student is not being assessed by a state assessment this year)

	Assessment is not administered at this student's grade level
--	--

**Reading** (PSSA grades 3-8, 11; PSSA-M grades 4-8, 11)

	Student will participate in the PSSA without accommodations
	Student will participate in the PSSA with the following appropriate accommodations:
	Student will participate in the PSSA-Modified without accommodations
	Student will participate in the PSSA-Modified with the following appropriate accommodations:

**Math** (PSSA grades 3-8, 11; PSSA-M grades 4-8, 11)

	Student will participate in the PSSA without accommodations
	Student will participate in the PSSA with the following appropriate accommodations:
	Student will participate in the PSSA-Modified without accommodations
	Student will participate in the PSSA-Modified with the following appropriate accommodations:

Student's Name:

**Science** (PSSA grades 4, 8, 11; PSSA-M grades 8, 11)

<input type="checkbox"/>	Student will participate in the PSSA without accommodations
<input type="checkbox"/>	Student will participate in the PSSA with the following appropriate accommodations:
<input type="checkbox"/>	Student will participate in the PSSA-Modified without accommodations
<input type="checkbox"/>	Student will participate in the PSSA-Modified with the following appropriate accommodations:

**Writing** (PSSA grades 5, 8, 11)

<input type="checkbox"/>	Student will participate in the PSSA without accommodations
<input type="checkbox"/>	Student will participate in the PSSA with the following appropriate accommodations:

**PASA** (PASA grades 3-8, 11 for Reading and Math; Grades 4, 8, 11 for Science)

<input type="checkbox"/>	Student will participate in the PASA
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Explain why the student cannot participate in the PSSA or the PSSA-M for Reading, Math, or Science:

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Explain why the PASA is appropriate:

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Choose how the student's performance on the PASA will be documented.

- Videotape (will be kept confidential as all other school records)
  
- Written narrative (will be kept confidential as all other school records)

Student's Name:

### Local Assessments

Local assessment is not administered at this student's grade level; OR

Student will participate in local assessments without accommodations; OR

Student will participate in local assessments with the following accommodations; OR

The student will take an alternate local assessment.

Explain why the student cannot participate in the regular assessment:

Explain why the alternate assessment is appropriate:

**ANNOTATION:**

Available Assessment Options

- Pennsylvania System of School Assessment (PSSA) for Math, Reading, and/or Science; or
- Pennsylvania System of School Assessment -Modified (PSSA-M) for Math, Reading, and/or Science; or
- Pennsylvania Alternate System of Assessment (PASA) for Math, Reading, and Science

Students will be taking the PSSA, PSSA-M, or the PASA in the grade levels below.

- Reading: Grades 3-8 and 11; PSSA-M Grades 4-8 and 11
- Math: Grades 3-8 and 11; PSSA-M Grades 4-8 and 11
- Writing Grades 5, 8, and 11
- Science: PSSA grades 4, 8, 11; PSSA-M grades 8 and 11

Student's Name:

The IEP team first must determine which state assessment option is appropriate for the student. Criteria regarding PSSA-M and PASA eligibility may be found in *Guidelines for IEP Teams: Assigning Students with IEPs to State Tests (ASIST)* at [www.education.state.pa.us/portal/server.pt/community/special\\_education/7465/assessment/607491](http://www.education.state.pa.us/portal/server.pt/community/special_education/7465/assessment/607491)

If the IEP team determines that certain accommodations used in the classroom during instruction and/or assessments are needed for the student to participate in the PSSA or PSSA-M, then these accommodations must be listed on the IEP. Accommodations must be allowable for the assessment and should not be something that would alter the validity of the instrument (test). Additional information regarding allowable accommodations can be found at: [www.portal.state.pa.us/portal/server.pt/community/testing\\_accommodations\\_security/7448](http://www.portal.state.pa.us/portal/server.pt/community/testing_accommodations_security/7448)

If the IEP team determines that the student is unable to take the PSSA or PSSA-M with accommodations, the reason for this decision must be indicated on the IEP. In addition, an alternate assessment must be indicated. The PASA is the state's alternate assessment. For students taking the PASA, the team must indicate if the performance will be documented via videotape or written narrative. Additional information about the PASA can be found at: [www.education.state.pa.us/portal/server.pt/community/special\\_education/7465/assessment/607491](http://www.education.state.pa.us/portal/server.pt/community/special_education/7465/assessment/607491).

For a local assessment, the team must indicate how the student will be assessed.

IEP teams must explain why the student cannot participate in the PSSA or the PSSA-M, and why the PASA is appropriate. Explanations also are needed for local assessments.

Student's Name:

**V. GOALS AND OBJECTIVES including academic and functional goals:** *(Use as many copies of this page as needed to plan appropriately. Specially designed instruction may be listed with each goal/objective or listed in Section VI.)*

Short term learning outcomes are required for students who are gifted. The short term learning outcomes related to the student's gifted program may be listed under Goals or Short Term Objectives.

**ANNOTATION:**

The Individuals with Disabilities Education Improvement Act of 2004 and No Child Left Behind legislation mandate that students, including those with disabilities, must have access to the general education curriculum and participate in the statewide assessment system. As a result Pennsylvania has established academic standards.

In order to comply with the above mentioned requirement, schools in Pennsylvania have aligned the PA Academic Standards and/or Assessment Anchor Content Standards to curriculum, thus ensuring the direct connection of what children must know and be able to do with what children are taught (the curriculum). A tool to help with curriculum alignment is the Standards-Aligned System. This can be accessed at <http://www.pde.state.pa.us/> under **Education Hub**. This alignment applies to all children including those with severe disabilities. The curriculum for students with severe disabilities should be aligned with the PA Alternate Standards.

The IEP specifies learning goals for students with disabilities and should be based on or referenced to PA Standards and/or Anchors. There are different ways to make the connection between the Academic Standards and/or Assessment Anchor Content Standards and the IEP.

**Standards-Based IEPs**

It is anticipated that for students to be eligible for participation in the modified PSSA, IEPs must include standards-based goals.

**Gifted:**

A statement of short term learning outcomes, which are responsive to the learning needs identified in the Evaluation Report, are required for students with disabilities who are also gifted. Short term learning outcomes are to be developed from the present levels of educational performance (found on this document under Present Levels of Academic Achievement and Functional Performance).



Student's Name:

<p>MEASURABLE ANNUAL GOAL Include: Condition, Name, Behavior, and Criteria (Refer to annotated IEP for description of these components.)</p>	<p>Describe HOW the student's progress toward meeting this goal will be measured</p>	<p>Describe WHEN periodic reports on progress will be provided to parents</p>	<p>Report of Progress</p>

**ANNOTATION:**

Annual goals are designed to meet the student's needs that result from his/her disability to enable him/her to be involved in and make progress in the general education curriculum. Annual goals are designed to meet each of the student's other education needs that result from his/her disability.

**Measurable Annual Goal:**

Annual goals, including academic and functional goals, are statement in measurable terms that describe what reasonable expectations can be accomplished within a twelve-month period. A measurable goal must contain:

- **Condition:** The condition (situation, setting, or given material) under which the behavior is to be performed.
- The student's **name**.
- **Clearly defined behavior:** The specific action the student will be expected to perform.
- **The performance criteria desired:** The level the student must demonstrate for mastery, the number of times the student must demonstrate the skill for mastery, and how frequently the teacher assesses the student's mastery of the skill.

Student's Name:

There must be a direct relationship between the annual goals and the present levels of academic achievement and functional performance. Annual goals are required for areas that are directly affected by the student's disability.

**Describe HOW the student's progress toward meeting this goal will be measured:** The IEP team must decide how the annual goals will be measured. Goals can be measured through formal or informal assessment tools such as:

- Math/Reading probes
- Rubrics
- Teacher-made tests
- Checklists
- Inventories

How progress will be measured is determined by the IEP team. Progress monitoring is linked to the day-to-day instructional and assessment process.

**Describe WHEN periodic reports on progress will be provided to parents:** The IEP team must decide when the progress on those annual goals will be reported to parents. This reporting must be done at least concurrent with the issuance of report cards through quarterly and other periodic reports, such as:

- Addenda to report cards
- Special progress reporting instruments
- Duplicated copies of the goals and objectives page of the IEP
- Documented phone conferences with parents, OR
- Other means decided by the IEP team

**Report of Progress:** This last column is to document the student's progress toward each goal to the parent. It is not to be completed when the IEP is being developed. It may be helpful to write the date when progress will be reported. This page can be duplicated and sent home as the progress reporting instrument.

**SHORT TERM OBJECTIVES** - Required for students with disabilities who take alternate assessments aligned to alternate achievement standards (PASA).

Short term objectives / Benchmarks

**ANNOTATION:**

Short term objectives/benchmarks are only required for students who are eligible for special education who take alternative assessments aligned to alternate standards (i.e., students severely cognitively disabled and assessed by the PASA). Once the IEP team has developed measurable annual goals, the team must determine short-term objectives/benchmarks that serve as a plan for reaching annual goals and a means for measuring progress toward meeting the annual goals.

Short term objectives/benchmarks provide a mechanism for determining whether the student is progressing during the year to ensure that the IEP is consistent with the student's instructional needs, and if appropriate, to revise the IEP. The team may indicate the expected level of achievement, using for example, a percentage score, number of correct responses, etc. The method of evaluation may also be indicated on the IEP by listing specific ways achievement will be measured.

The IEP team may decide to include short term objectives on any student's IEP, not just for those who are taking alternate assessments aligned to alternate standards. Short term objectives/benchmarks should include the same components as an annual goal:

- Condition
- Student's name
- Clearly defined behavior, AND
- Performance criteria

**Gifted:**

The IEP of a student with a disability who is also gifted must include:

- 1) A statement of annual goals and short term learning outcomes which are responsive to the learning needs identified in the Evaluation Report, and
- 2) Appropriate objective criteria, assessment procedures and timelines for determining, on at least an annual basis, whether the goals and learning outcomes are being achieved.

Each short term learning outcome must relate to only one Annual Goal.

Student's Name:

**VI. SPECIAL EDUCATION / RELATED SERVICES / SUPPLEMENTARY AIDS AND SERVICES / PROGRAM MODIFICATIONS**, include as appropriate for nonacademic and extracurricular services and activities.

**A. PROGRAM MODIFICATIONS AND SPECIALLY DESIGNED INSTRUCTION (SDI)** - *(Specially designed instruction may be listed with each goal.)*

- SDI may be listed with each goal or as part of the table below
- Include modifications and SDI
- Include supplementary aids and services, as appropriate
- For a student who has a disability and is gifted, SDI also should include adaptations, accommodations, or modifications to the regular education curriculum, as appropriate for a student with a disability.

<i>Modifications and SDI</i>	<i>Location</i>	<i>Frequency</i>	<i>Projected Beginning Date</i>	<i>Anticipated Duration</i>

**ANNOTATION:**

**NOTE:** Do not be overly concerned about the category of the items you write into this section (e.g. does this service/activity fall under the category of SDI, modifications, or supplementary aids and services?). Instead, include what the student needs and write it in where you believe is the most appropriate location.

**Modification/SDI:** Special education means specially designed instruction (SDI), at no cost to the parents, to meet the unique needs of a student with a disability. Specially designed instruction means adapting, as appropriate, the content, methodology, or delivery of instruction to address the unique needs of the student that result from the student’s disability and to ensure access of the student to the general education curriculum so that he or she can meet the educational standards.

Access may include providing instructional materials in alternate accessible formats or specialized formats (that is, braille, audio, digital, large-print, etc.) in a timely manner.

“Timely manner” means that an LEA has taken reasonable steps to ensure that students who are blind or other persons with print disabilities have access to their accessible format instructional materials at the same time that students without disabilities have access to instructional materials.

Pennsylvania has adopted the National Instructional Materials Accessibility Standard (NIMAS). This refers to a standard for source files of print instructional materials created by publishers that may be converted into accessible instructional materials. NIMAS insures the timely provision of high quality, accessible instructional materials to children who are blind or other persons with print disabilities.

**Supplementary Aids and Services:** Supplementary aids and services means aids, services, and other supports that are provided in regular education classes, other education-related settings, and in extracurricular and nonacademic settings, to enable students with disabilities to be educated with nondisabled students to the maximum extent appropriate.

The purpose of providing supplementary aids and services is to support students with disabilities as active participants with nondisabled peers as well as to enable their access to the general curriculum. Supplementary aids and services include modification to the general curriculum. A student with a disability is not to be removed from regular classrooms solely because of needed modification in the general curriculum.

Federal law mandates that, "Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs ONLY if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily."

- Supplementary aids and services are to be based on peer-reviewed research to the extent practicable.
- "Peer-reviewed research" generally refers to research that is reviewed by qualified and independent reviewers to ensure that the quality of the information meets the standards of the field before the research is published.
- "To the extent practicable" means that services and supports should be based on peer-reviewed research to the extent that it is possible, given the availability of peer-reviewed research. This does NOT mean that the service with the greatest body of research is the service necessarily required for a child to receive a Free Appropriate Public Education (FAPE).
- The failure of a public agency to provide services based on peer-reviewed research would not automatically result in a denial of FAPE. There is nothing in the law requiring that all elements of a program provided to a student be included in an IEP. It is an IEP team decision regarding which instructional methodologies are required based on an individual student's needs. Therefore, if an IEP team determines that specific instructional methods are necessary for the student to receive FAPE, those instructional methods may be addressed in the IEP.

Supplementary aids and services should be:

- Available to all students who need them
- Designed to provide meaningful educational benefit
- Provided in a manner that avoids stigmatizing students

Student's Name:

A framework for considering the full range of supplementary aids and services can be found on a publication titled, "Supplementary Aids and Services Fact Sheet" available on the PaTTAN website ([www.pattan.net](http://www.pattan.net)) under "Publications." This framework includes four categories of supplementary aids and services (collaborative, instructional, physical, and social-behavioral) as well as many examples.

For a student who is transition age (14 or younger, if appropriate, during this IEP) please include any related services that are specific to the student's secondary transition plan, i.e. short-term job coaching, job development, mobility training, medication self management, etc.

**Gifted:** Specially designed instruction must be listed for students with disabilities who are also gifted. Specially designed instruction for gifted students is defined as adaptations or modifications to :

- The general curriculum
- Instruction
- Instructional environments
- Methods
- Materials, OR
- A specialized curriculum for students who are gifted

Examples of specially designed instruction may include:

- Individualized pacing
- Shadow studies
- Mentorships
- Independent study
- Distance learning
- Course compacting
- Individual enrichment/acceleration
- Development of higher order thinking and problem-solving skills
- Special activities

NOTE: Peer tutoring, extra assignments, helping others, and grading papers is NOT considered gifted support and should not be written into the IEP.

Student's Name:

**Directions for completing the grid:**

If the IEP team determines that a student has an educational need for a service in order to benefit from a free appropriate public education, then it must be provided. For each service, the team must list the location and the frequency of the service to be provided.

Location refers to where the student will be receiving the modification/SDI/Supplementary Aids and Services. Frequency refers to how often the student will be receiving the modification/SDI/Supplementary Aids and Services. Documentation of frequency using vague terms such as "As needed" is not appropriate. The projected beginning date and the anticipated duration of the modification/SDI/Supplementary Aids and Services must be listed. Duration refers to the anticipated ending date for service.

It is important that the IEP team develop specially designed instruction from the assessment information for a particular student in consideration of the student's specific needs and the PA academic standards. IEP teams should be careful to not offer too few or too many modifications or accommodations as either extreme can have a negative impact on the student's education.

**B. RELATED SERVICES** - List the services that the student needs in order to benefit from or access his/her special education program.

<i>Service</i>	<i>Location</i>	<i>Frequency</i>	<i>Projected Beginning Date</i>	<i>Anticipated Duration</i>

**ANNOTATION:**

**Related services** refer to transportation and any developmental, corrective or other supportive service needed to assist a student with a disability to benefit from special education. The following examples are not a complete list of possible related services as related services are identified on the individual needs of the student.

Student's Name:

Examples of related services include:

Transportation

Audiological Services

Psychological Services

Physical Therapy

Occupational Therapy

Counseling Services

School Health Services

Social Work Services

Mental Health Services provided by other than IU/SD

Other

Parent Counseling, Training

Speech and Language Pathology/Therapy

Adaptive Physical Education

Behavior Intervention Program

Assistive Technology Devices and Services

Rehabilitation Counseling

Interpreter

Orientation and Mobility

**Directions for completing the grid:**

If the IEP team determines that a student has an educational need for a service in order to benefit from a free appropriate public education, then it must be provided. For each service, the team must list the location and the frequency of the service to be provided.

Location refers to where the student will be receiving the related service. Frequency refers to how often the student will be receiving the related service. Documentation of frequency using vague terms such as "As needed" is not appropriate. The projected beginning date and the anticipated duration of the related service must be listed. Duration refers to the anticipated ending date for service.



Student's Name:

**C. SUPPORTS FOR SCHOOL PERSONNEL** - List the staff and supports needed to implement the student's IEP.

<i>School Personnel to Receive Support</i>	<i>Support</i>	<i>Location</i>	<i>Frequency</i>	<i>Projected Beginning Date</i>	<i>Anticipated Duration</i>

**ANNOTATION:**

School personnel who provide support to a student with a disability may need assistance in implementing the IEP. This section provides an opportunity for the team to discuss and articulate those specific supports or training necessary for school personnel to provide FAPE.

This could include:

- Aids
- Resource materials
- Training; OR
- Equipment

**Directions for Completing the Grid:** For each support, the team must list the school personnel to receive the support, the support, location and the frequency of the support to be provided. Location refers to where school personnel will be receiving the support. Frequency refers to how often school personnel will be receiving the support. The projected beginning date and the anticipated duration of the support must be listed. Duration refers to the anticipated ending date for support.

Student's Name:

**D. GIFTED SUPPORT SERVICES FOR A STUDENT IDENTIFIED AS GIFTED WHO ALSO IS IDENTIFIED AS A STUDENT WITH A DISABILITY** - Support services are required to assist a gifted student to benefit from gifted education (e.g., psychological services, parent counseling and education, counseling services, transportation to and from gifted programs to classrooms in buildings operated by the school district).

<i>Support Service</i>	
<i>Support Service</i>	
<i>Support Service</i>	

**ANNOTATION:**

For a student identified as gifted who is also identified as a student with a disability, this section of the IEP must list support services needed to assist the student to benefit from gifted education.

The IEP team would consider that transportation to and from school, psychological services, parent counseling and education, or another service is a support service if the IEP team determines that one of the following criteria has been met:

- The service is an integral part of an educational objective of the student’s IEP, without which the IEP cannot be implemented;
- The service is needed to ensure the student benefits from or gains access to a gifted education program.

Support services could include, but are not limited to:

- career guidance
- counseling
- affective education
- transportation
- technology education, OR
- flexible grouping

Gifted support services are provided in addition to the related services needed for the student to benefit from his/her special education program.

Student's Name:

**E. EXTENDED SCHOOL YEAR (ESY) - The IEP team has considered and discussed ESY services, and determined that:**

Student IS eligible for ESY based on the following information or data reviewed by the IEP team:

**OR**

As of the date of this IEP, student is NOT eligible for ESY based on the following information or data reviewed by the IEP team:

The Annual Goals and, when appropriate, Short Term Objectives from this IEP that are to be addressed in the student's ESY Program are:

If the IEP team has determined ESY is appropriate, complete the following.

<i>ESY Service to be Provided</i>	<i>Location</i>	<i>Frequency</i>	<i>Projected Beginning Date</i>	<i>Anticipated Duration</i>

**ANNOTATION:**

At each IEP meeting for a student with disabilities, the LEA must determine whether the student is eligible for ESY services and if so, make subsequent determinations about the services to be provided. The IEP team must indicate whether the student is eligible or is not eligible for ESY, and the basis for the determination. This determination must be made even if the student's parents have not specifically requested that their child be evaluated for ESY programming.

In considering whether a student is eligible for ESY services, the IEP team must consider the factors below. However, no single factor will be considered determinative.

- Regression--whether the student reverts to a lower level of functioning as evidenced by a measurable decrease in skills or behaviors that occurs as a result of an interruption in educational programming.
- Recoupment--whether the student has the capacity to recover the skills or behavior patterns in which regression occurred to a level demonstrated prior to the interruption of educational programming.

Student's Name:

- Whether the student's difficulties with regression and recoupment make it unlikely that the student will maintain the skills and behaviors relevant to IEP goals and objectives.
- The extent to which the student has mastered and consolidated an important skill or behavior at the point when educational programming would be interrupted.
- The extent to which a skill or behavior is particularly crucial for the student to meet the IEP goals of self-sufficiency and independence from caretakers.
- The extent to which successive interruptions in educational programming result in a student's withdrawal from the learning process.
- Whether the student's disability is severe, such as autism/pervasive developmental disorder, serious emotional disturbance, severe mental retardation, degenerative impairments with mental involvement and severe multiple disabilities.

The determination of eligibility must be based upon the above factors, as well as reliable sources of information regarding a student's educational needs, propensity to progress, recoupment potential and year-to-year progress. Sources may include the following:

- Progress on goals in consecutive IEPs.
- Progress reports maintained by educators, therapists and others having direct contact with the student before and after interruptions in the education program.
- Reports by parents of negative changes in adaptive behaviors or in other skill areas.
- Medical or other agency reports indicating degenerative-type difficulties, which become exacerbated during breaks in educational services.
- Observations and opinions by educators, parents and others.
- Results of tests including criterion-referenced tests, curriculum-based assessments, ecological life skills assessments and other equivalent measures.

NOTE: The factors and sources used for the determination of eligibility must be specified in writing on the IEP. The need for ESY services will not be based on any of the following:

- The desire or need for day care or respite care services
- The desire or need for a summer recreation program.
- The desire or need for other programs or services which, while they may provide educational benefit, are not required to ensure the provision of a free appropriate public education.

Determining ESY should not be based on whether the student meets all annual goals. The annual goals are predictions of where the student will be based on current performance. Using appropriate data collection and progress monitoring, teams will be aware of the student's performance and make adjustments throughout the year. If the prediction of what the student can accomplish is incorrect, the data collection procedures will provide the information necessary to review and revise the IEP. If all goals are not met during the year it does not mean that ESY necessarily needs to be provided to meet the listed objectives.

Students with severe disabilities such as autism/pervasive developmental disorder, serious emotional disturbance, severe mental retardation, degenerative impairments with mental involvement, and severe multiple disabilities require expeditious determinations of eligibility for extended school year services to be provided as follows:

1. Parents of students with severe disabilities must be notified by the LEA of the annual review meeting to ensure their participation
2. The IEP review meeting must occur no later than **February 28** of each school year for students with severe disabilities
3. The Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN) must be issued to the parent no later than **March 31** of the school year for students with severe disabilities
4. If a student with a severe disability transfers into a LEA after the dates in sentences 2) and 3), and the ESY eligibility decision has not been made, the eligibility and program content must be determined at the IEP meeting

ESY determinations for students other than those described previously (autism/pervasive developmental disorder, serious emotional disturbance, severe mental retardation, degenerative impairments with mental involvement, and severe multiple disabilities) are not subject to the timelines listed in sentences 2) and 3). However, these determinations must still be made in a timely manner. If the parents disagree with the LEA's recommendation on ESY, the parents will be afforded an expedited due process hearing.

When ESY services are offered, the IEP must contain a description of:

- The type of ESY service (e.g., Instruction by the special education teacher)
- The location where the service will be provided (e.g., In the student's home)
- The frequency of the service (how frequently the ESY service will be provided to the student) (e.g., 30 minutes/day, 5 days/week)
- The projected beginning date (e.g. 7 - 5 - 09); AND
- Anticipated duration of service (when the service will end) (e.g., 8 - 15 - 09)

If the IEP team has determined that ESY is necessary for the provision of FAPE, the team must specify the annual goal(s) and objectives to be addressed in the ESY services. This can be done by writing out the measurable annual goal(s) and short term objectives or by referencing the specific goal(s) and objectives under Section V of the IEP.

**Example:** The IEP team has determined that the child is eligible for ESY services. This determination was based upon progress reports by the special education teacher indicating that following extended breaks in service, the child's skills in completing the seven step toileting process deteriorated significantly. Goals and Objectives to be addressed in ESY Program: Refer to annual goals and objectives #5, 8, and 12.

**VII. EDUCATIONAL PLACEMENT**

**A. QUESTIONS FOR IEP TEAM:** The following questions must be reviewed and discussed by the IEP team prior to providing the explanations regarding participation with students without disabilities.

It is the responsibility of each public agency to ensure that to the maximum extent appropriate student with disabilities, including those in public or private institutions or other care facilities are educated with students who are not disabled. Special classes, separate schooling or other removal of students with disabilities from the general educational environment occurs only when the nature or severity of the disability is such that education in general education classes, EVEN WITH the use of supplementary aids and services, cannot be achieved satisfactorily.

- What supplementary aids and services were considered? What supplementary aids and services were rejected? Explain why the supplementary aids and services will or will not enable the student to make progress on the goals and objectives (if applicable) in this IEP in the education class.
- What benefits are provided in the general education class with supplementary aids and services versus the benefits provided in the special education class?
- What potentially beneficial effects and/or harmful effects might be expected on the student with disabilities or the other students in the class, even with supplementary aids and services?
- To what extent, if any, will the student participate with non-disabled peers in extracurricular activities or other nonacademic activities?

**ANNOTATION:**

These questions must be reviewed and discussed by the IEP team as they begin to determine the student's educational placement. It is important to remember that the student's parents must be part of any group that makes decisions on the educational placement of their child. The purpose for reviewing and discussing these questions is to ensure that the IEP team has given adequate consideration to placement of this student in the general education classroom with supplementary aids and services, prior to considering removal from the general education classroom. The IEP team's discussion of these questions should be reflected in the answers to the next items on the IEP:

*Explanation of the extent, if any, to which the student will not participate with students without disabilities in the regular education class, AND*

*Explanation of the extent, if any, to which the student will not participate with students without disabilities in the regular education curriculum*

Supplementary Aids and Services are defined as aids, services, and other supports that are provided in regular education classes, other education-related settings, and in extracurricular and nonacademic settings, to enable students with disabilities to be educated with nondisabled students to the maximum extent appropriate.

Student's Name:

The purpose of providing supplementary aids and services is to support students with disabilities as active learners and participants with nondisabled peers as well as to enable their access to the general curriculum. To that end, supplementary aids and services include modification to the general curriculum to ensure that a student with a disability is not removed from education in age-appropriate regular education classrooms solely because of needed modification in the general curriculum.

Federal and state regulations do not include a list of supplementary aids and services; therefore IEP teams may need additional information to ensure that they are reviewing the range of possibilities. To assist IEP teams in reviewing the range of supplementary aids and services that may be provided, PDE has developed a Fact Sheet on Supplementary Aids and Services as well as a *Supplementary Aids and Service Consideration Toolkit* to assist teams in identifying appropriate supplementary aids and services for an individual student.

The *Supplementary Aids and Services Fact Sheet* provides a framework of four categories of supplementary aids and services as well as illustrative examples from each of the four categories: Collaborative Practices, Instruction, Physical, and Social-Behavioral. The IEP team can link to the document via this address: <http://www.pattan.net/files/Gaskin/SuplmntryAids-Svcs0108.pdf>

Explanation of the extent, if any, to which the student will not participate with students without disabilities in the general education class:

Explanation of the extent, if any, to which the student will not participate with students without disabilities in the education curriculum:

**ANNOTATED:**

The IEP must include an explanation and a description of those activities, if any, in which the student will NOT participate with students without disabilities within the regular education classroom and school activities. These required IEP statements should be based on the IEP team's consideration of a full range of supplementary aids and services that will enable the student to make meaningful educational benefit in the regular education classroom. Assistance to the team in identifying the full range of supplementary aids and services can be found by using the *Supplementary Aids and Services Consideration Toolkit* and the PDE fact sheet: *Supplementary Aids and Services* (<http://www.pattan.net/files/Gaskin/SuplmntryAids-Svcs0108.pdf>)

The team's discussion of the previous "Questions for IEP teams" should be reflected in the responses to these two items on the IEP. For example, if the team has determined that the student will not participate in the regular class for a portion of the day, the explanation should include a rationale for this decision (e.g., the specific supplementary aids and services that were considered and rejected and why; the benefits afforded to the student via removal versus those afforded the student in the general education classroom with supplementary aids and services provided; if the decision was based upon potential harmful effects to the student or others, these should be described, etc.) Likewise, if the team has determined that the student will not participate in the general education curriculum for a portion of the day, the explanation for this item should include a rationale that clearly reflects their review and discussion of the "Questions for IEP Teams."

Student's Name:

It is important to understand the difference between “regular education CLASS” and “general education CURRICULUM”

**Regular education class** refers to the educational environments where students without disabilities receive instruction and participate in activities throughout the school day. It includes instruction that occurs outside of the actual ‘classroom’, such as within the school or community where interaction occurs with persons without disabilities.

**General education curriculum** refers to the content of the instruction that is to be taught to students in each grade and subject area. In Pennsylvania, general education curriculum must follow the content of the PA State Standards.

A student may be educated in a regular education classroom, however, the student may be instructed using modifications to the general education curriculum. This means a curriculum for a student with disabilities that contains some, but not all of the components of the curriculum used to instruct students without disabilities in the same classroom/learning environment.

## B. Type of Support

### 1. Amount of special education supports

- Itinerant: Special education supports and services provided by special education personnel for 20% or less of the school day
- Supplemental: Special education supports and services provided by special education personnel for more than 20% of the day but less than 80% of the school day
- Full-Time: Special education supports and services provided by special education personnel for 80% or more of the school day

#### ANNOTATION:

Amount of special education supports refers to the total amount of time in a typical school day that the student receives special education supports from special education personnel. Special education personnel refers to teachers and related service providers, and does not include services provided by paraprofessionals. Check the box above that appropriately indicates the total amount of special education support a student receives during an average school day. The box that you check above should indicate the total amount of special education support received by the student.



Student's Name:

**2. Type of special education supports**

- Autistic Support
- Blind-Visually Impaired Support
- Deaf and Hard of Hearing Support
- Emotional Support
- Learning Support
- Life Skills Support
- Multiple Disabilities Support
- Physical Support
- Speech and Language Support

**ANNOTATION:**

Type(s) of special education supports are provided to a student based on the learning needs of the student. Special education support(s) may differ from the disability category used for determination of eligibility. For example, a student who has been diagnosed as having autism may receive learning support services if those services are appropriate to the needs of the student. In addition, a student may receive more than one type of special education support if appropriate as determined by the IEP team.

There are nine possible types of support:

**Autistic Support:** Services for students with the disability of autism who require services to address needs primarily in the areas of communication, social skills or behaviors consistent with those of autism spectrum disorders. The IEP for these students must address needs as identified by the IEP team which may include, as appropriate, the verbal and nonverbal communication needs of the child; social interaction skills and proficiencies; the student's response to sensory experiences and changes in the environment, daily routine and schedules; and the need for positive behavior supports or behavioral interventions.

**Blind-Visually Impaired Support:** Services for students with the disability of visual impairment including blindness, who require services to address needs primarily in the areas of accessing print and other visually-presented materials, orientation and mobility, accessing public and private accommodations, or use of assistive technologies designed for individuals with visual impairments or blindness. For students who are blind or visually impaired, the IEP must include a description of the instruction in braille and the use of braille unless the IEP team determines, after the evaluation of the child's reading and writing needs, and appropriate reading and writing media, the extent to which braille will be taught and used for the student's learning materials.

**Deaf and Hard of Hearing Support:** Services for students with the disability of deafness or hearing impairment, who require services to address needs primarily in the area of reading, communication accessing public and private accommodations or use of assistive technologies designed for individuals with deafness or hearing impairment. For these students, the IEP must include a communication plan to address the language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode; and assistive technology devices and services. The communication plan can be found at [www.pattan.net](http://www.pattan.net)

**Emotional Support:** Services for students with a disability who require services primarily in the areas of social or emotional skills development or functional behavior.

**Learning Support:** Services for students with a disability who require services primarily in the areas of reading, writing, mathematics, or speaking or listening skills related to academic performance.

**Life Skills Support:** Services for students with a disability who require services primarily in the areas of academic, functional or vocational skills necessary for independent living.

**Multiple Disabilities Support:** Services for students with more than one disability, the result of which is severe impairment requiring services primarily in the areas of academic, functional or vocational skills necessary for independent living.

**Physical Support:** Services for students with a physical disability who require services primarily in the areas of functional motor skill development, including adaptive physical education or use of assistive technologies designed to provide or facilitate the development of functional motor capacity or skills.

**Speech and Language Support:** Services for students with speech and language impairments who require services primarily in the areas of communication or use of assistive technologies designed to provide or facilitate the development of communication capacity or skills.

The chronological age ranges of the students in a particular class must not exceed three years for grades K-6 and four years in grades 7-12. Exceptions may be made by the IEP team for an individual student based upon the student's needs and must be justified in the IEP. Information about exceptions to age range can be included here, next to Type of Special Education Support, or can be put in Section I., Special Considerations under, "Other" or any place on the IEP that the IEP team determines is appropriate.

Student's Name:

A student may receive more than one type of support. For example, a student may receive supplemental autistic support, itinerant speech and language support and itinerant emotional support. The total amount of support is checked for *Amount of Special Education Supports*. The types of special education supports are then checked for this section. In the example, the IEP team would check Autistic Support, Speech and Language Support and Emotional Support.

Charter and cyber charter schools are not bound by the terms used for amount and type of special education supports. Charter and cyber charter schools may choose to use this language, or can describe the student's special education services in other ways.

The IEP should add "Gifted Support" if it applies to the student for whom the IEP is being written.

**C. Location of student's program**

Name of School District where the IEP will be implemented:

Name of School Building where the IEP will be implemented:

Is this school the student's neighborhood school? (i.e., the school the student would attend if he/she did not have an IEP)

Yes

No. If answer is "no", select the reason why not:

Special education supports and services required in the student's IEP cannot be provided in the neighborhood school

Other. Please explain:

**ANNOTATION:**

The IEP team is to list the name of the school district where the IEP will be implemented as well as the school building where the IEP will be implemented.

The IEP team must also check if the school building listed is the student's neighborhood school.

The first consideration for placement of the student is always the student's neighborhood school, which is the school the student would attend if he/she did not have an IEP. If the student's placement is not in the neighborhood school, the IEP team must indicate the reason. The first option is that the required special education supports and services cannot be provided in the neighborhood school. The next option is, "Other." If "Other" is chosen an explanation must be provided.

Student's Name:

**VIII. PENNDATA REPORTING: Educational Environment (Complete either Section A or B; Select only one Educational Environment)**

To calculate the percentage of time inside the regular classroom, divide the number of hours the student spends inside the regular classroom by the total number of hours in the school day (including lunch, recess, study periods). The result is then multiplied by 100.

**SECTION A: For Students Educated in Regular School Buildings with Non Disabled Peers – Indicate the Percentage of time INSIDE the regular classroom for this student:**

Time spent outside the regular classroom receiving services unrelated to the student's disability (e.g., time receiving ESL services) should be considered time inside the regular classroom. Educational time spent in age-appropriate community-based settings that include individuals with and without disabilities, such as college campuses or vocational sites, should be counted as time spent inside the regular classroom.

**Calculation for this Student:**

Column 1	Column 2	Calculation	Indicate Percentage	Percentage Category
Total hours the student spends in the regular classroom per day	Total hours in a typical school day  (including lunch, recess & study periods)	(Hours inside regular classroom ÷ hours in school day) x 100 = %  (Column 1 ÷ Column 2) x 100 = %	Section A: The percentage of time student spends inside the regular classroom:	Using the calculation result – select the appropriate percentage category
			_____ % of the day	<input type="checkbox"/> INSIDE the Regular Classroom 80% or More of the Day <input type="checkbox"/> INSIDE the Regular Classroom 79-40% of the Day <input type="checkbox"/> INSIDE the Regular Classroom Less Than 40% of the Day

**SECTION B: This section required only for Students Educated OUTSIDE Regular School Buildings for more than 50% of the day – select and indicate the Name of School or Facility on the line corresponding with the appropriate selection: (If a student spends less than 50% of the day in one of these locations, the IEP team must do the calculation in Section A)**

- |  |  |
|--|--|
| <input type="checkbox"/> Approved Private School (Non Residential) _____ | <input type="checkbox"/> Other Public Facility (Non Residential) _____ |
| <input type="checkbox"/> Approved Private School (Residential) _____     | <input type="checkbox"/> Hospital/Homebound _____                      |
| <input type="checkbox"/> Other Private Facility (Non Residential) _____  | <input type="checkbox"/> Correctional Facility _____                   |
| <input type="checkbox"/> Other Private Facility (Residential) _____      | <input type="checkbox"/> Out of State Facility _____                   |
| <input type="checkbox"/> Other Public Facility (Residential) _____       | <input type="checkbox"/> Instruction Conducted in the Home _____       |

**EXAMPLES for Section A: How to Calculate PennData–Educational Environment Percentages**

	Column 1	Column 2	Calculation	Indicate Percentage
	Total hours the student spends in the regular classroom-per day	Total hours in a typical school day (including lunch, recess & study periods)	(Hours inside regular classroom ÷ hours in school day) x 100 = %  (Column 1 ÷ Column 2) x 100 = %	Section A: The percentage of time student spends inside the regular classroom:
Example 1	5.5	6.5	(5.5 ÷ 6.5) x 100 = 85%	85% of the day (Inside 80% or More of Day)
Example 2	3	5	(3 ÷ 5) x 100 = 60%	60% of the day (Inside 79-40% of Day)
Example 3	1	5	(1 ÷ 5) x 100 = 20%	20% of the day (Inside less than 40% of Day)

**ANNOTATION:**

Every state is required to provide an annual report of specific data related to the education of students with disabilities to the US Department of Education. In Pennsylvania, these data are gathered through the Penn Data reporting system.

Educational environment data from each student's IEP are compiled by the LEA and reported to their respective Intermediate Unit for verification of accuracy, and then reported to PDE/BSE via the Penn Data reporting system. Educational environment reporting is not an indication of the amount of special education service a student with a disability receives. Rather, it reflects the location of services.

The Penn Data Reporting page of the IEP contains two parts regarding educational placement of the student. The IEP team completes EITHER Section A or Section B.

Section A: The IEP team completes Section A when the student is educated in a regular school building with nondisabled peers. The team must indicate the percentage of time the student spends inside the regular classroom. This calculation requires dividing the number of hours the student spends inside the regular classroom by the total number of hours in a typical school day (including lunch, recess, study periods). The result then is multiplied by 100 to get the percentage of time.

The first step in the calculation is to identify the number of hours the student spends in the regular classroom per day (column 1). Time spent in the regular classroom includes:

- Instruction in an educational environment where students without disabilities are receiving instruction
- Instruction that occurs outside the classroom, such as within the school or community where interaction occurs with persons without disabilities and includes nondisabled peers and community members
- Time spent outside the regular classroom receiving services unrelated to the student's disability (e.g., time receiving ESL services)
- Time spent in age-appropriate community-based settings that include individuals with and without disabilities (e.g., college campuses, vocational sites)
- Lunch, recess and study periods

Next, the IEP team identifies the total hours in a typical school day, including lunch, recess, and study periods (column 2). The team then divides the total hours the student spends in the regular classroom per day (column 1) by the total hours in a typical school day (column 2), and multiplies that number by 100 to get the percentage of time the student spends inside the regular classroom (column 3). Using this percentage (column 4), the IEP team selects the appropriate percentage category (column 5).

Section B: The IEP team completes Section B only for students educated outside regular school buildings for more than 50% of the day. In completing Section B, the IEP team must select one of the locations listed in Section B and indicate the name of the school or facility on the line corresponding with the appropriate selection. If the student spends less than 50% of the day in one of these locations, the IEP team must instead complete Section A.

Refer to *Guidelines for Calculating Educational Environment for Penn Data Reporting* available on the PaTTAN website at [www.pattan.net](http://www.pattan.net) for examples to guide the IEP team in determining educational environment.