



HPS - IPP Process and Timeline for 2015/16

By Sept 11

- all coded students to be assigned to a key teacher

By Sept 18

- key teacher to have conducted a file review
- key teacher to meet with student to discuss their learning strengths, area(s) of need, successful strategies and accommodations

By Sept 25

- key teacher to have had a conversation (meeting, phone, email) with parent/guardian
- discussion to include parent's perspective on what should be included in this year's IPP

On Sept 25 (Non-Instructional Day)

- key teacher to meet with all teachers who work with student
- draft IPP goals are written

By Oct 2

- assessments will have been administered, if required

By Nov 4

- IPP should be sent home to parents/guardians as a draft

By Nov 12

- parent/guardian concerns should have been addressed and IPPs should be signed and returned (unless parents have booked appointments at Student Conferences)

Nov 19/20

- Student Conferences

On Jan 29

- along with report cards, updated IPPs will be sent home for review by parents/guardians
- parents/guardians will have the option of scheduling a meeting to discuss the IPP or signing and returning the IPP

Mar 17/18

- Student Conferences

By June 17

- final IPPs will be sent home to parents/guardians for their review
- parents/guardians have the option of scheduling a meeting to discuss the IPP or signing and returning the IPP

By June 29

- final, signed copies of the IPP will be placed in the student's cumulative file