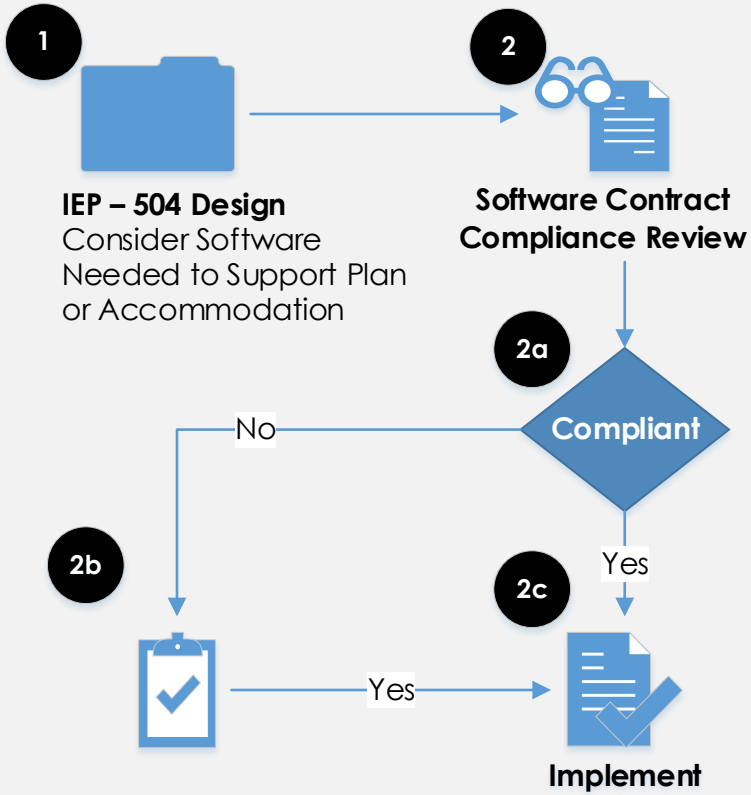
Use of Software Under IEP/504 Exemption

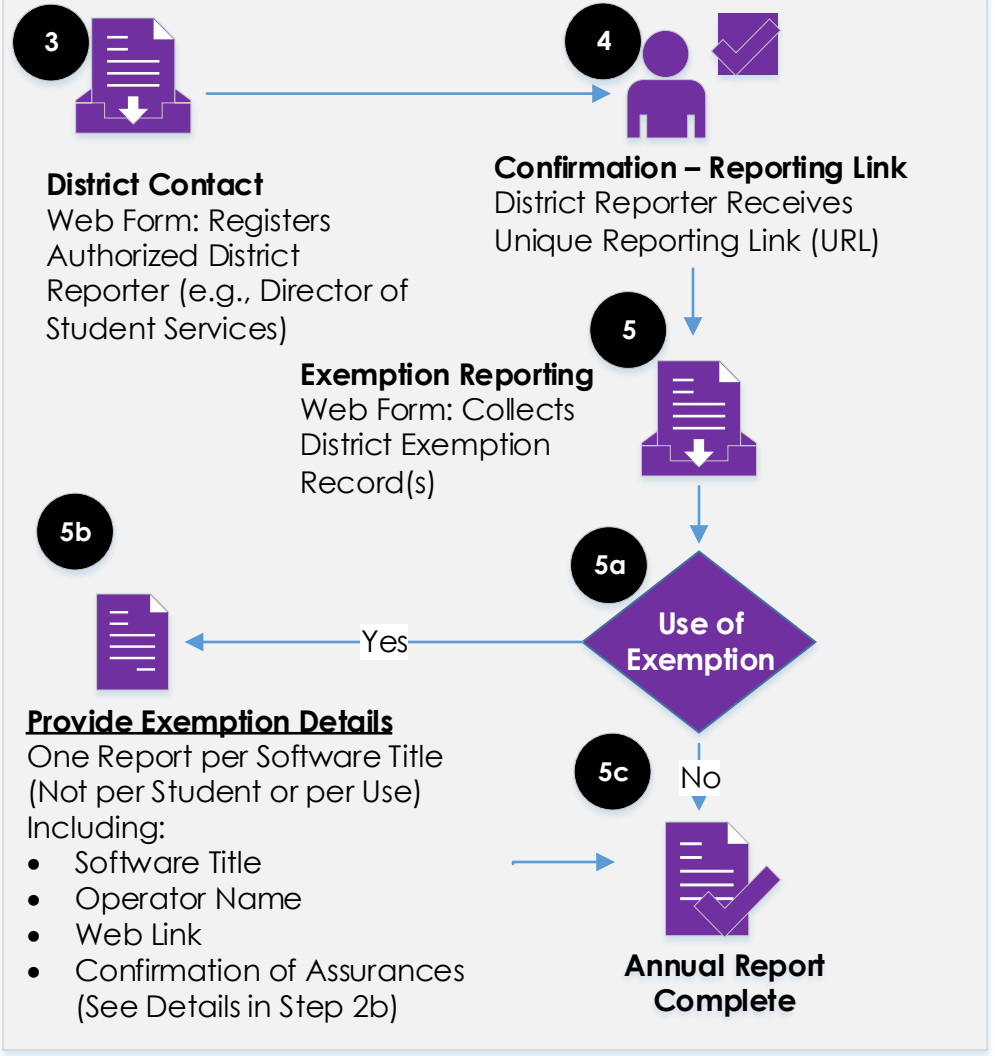
District IEP Activities (Internal)



Conduct Assurances

- ✓ Complies with FERPA
- ✓ Attempted Compliant Contract
- ✓ Cannot Find Equivalent
- ✓ Complies with Section 10-234cc
- ✓ Parent and PPT Team Signoff

State Reporting (External)



NOTES

- Diagram Provided by the Connecticut Commission for Educational Technology (doug.casey@ct.gov)
- See Statute at https://www.cga.ct.gov/2018/act/pa/pdf/2018PA-00125-R00HB-05444-PA.pdf
- See page 2 for details on the above steps.
- Version 1.0 – December 10, 2018

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Use of Software Under the IEP/504 Exemption

District IEP Activities (Internal)	State Reporting (External)
1 District team defines IEP and 504 accommodations, which may include educational software.	3 District submits online form to indicate point of contact for reporting on use of IEP/504 exemption. All districts *must* report, regardless exemption use.
2 District reviews proposed software for compliance with federal and state law.	4 After submission, district reporting contact receives a unique link to submit report(s).
2a Review of software identifies compliance or non-compliance with state law. If compliant, district may use the software.	5 The reporting form allows district to indicate whether it uses the exemption.
2b If non-compliant with contractual requirements, district follows protocols defined in statute to obtain all other assurances. See CGA Web site for details.	5a If district uses the exemption, it provides additional details (Step 5b). If not, it submits the form and so fulfills annual reporting requirement.
2c After ensuring compliance or completing all assurances (Step 2b), district may use educational software. District must also report the use of exemption by reporting with the Connecticut Commission for Educational Technology (Step 5).	5b For each software title used (*not* each instance of use), district provides title, operator, Web link, and confirmation that it has completed all assurances defined in the statute and highlighted in Step 2c.
	5c Submission of report fulfills annual reporting requirement.

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