



Commissioner's Back-to-School Meeting

Connecticut State Department of Education | August 15, 2017

www.ct.gov/sde/backtoschool

Resources from the Bureau of Special Education

The Planning and Placement Team in Connecticut

The Individuals with Disabilities Education Act (IDEA) is a federal law that sets forth specific requirements to ensure that each child with a disability who is found eligible for special education will receive an appropriate program to meet their individualized special education needs. The IDEA requires that all special education decisions that are made with regard to a child who is, or may be eligible to receive special education and related services, be made by a team that includes a child's parents and educational professionals. This team is known as the planning and placement team (PPT).

The PPT is responsible for the following:

- Reviewing referrals to special education.
- Determining the eligibility or the continuing eligibility of a child for special education.
- Conducting evaluations and reevaluations of children who are or may be eligible for special education.
- Reviewing the results of evaluations and reevaluations.
- Developing, reviewing, and revising a child's individualized education program (IEP), the document that sets forth a child's special education program.
- Planning transition services to help a child move toward post-school life.
- Determining whether a child's behaviors that are in violation of the school code of conduct are a manifestation of the child's disability.

The PPT must include the following members:

- The child's parents or guardians.
- Not less than one regular education teacher of the child, if the child is, or may be participating in a regular education setting.
- Not less than one special education teacher of the child, or, if appropriate, not less than one special education provider of the child (such as a speech pathologist, school psychologist, physical or occupational therapist, etc.).
- A representative of the school district who is qualified to provide or supervise special education instruction and who is knowledgeable about the general education curriculum and school district resources. They must be able to authorize the use of school district resources.
- Someone who can interpret the results of evaluations of the child and how these results may affect the child's educational program and instruction. This person could be one of the people described above.
- The parents or school district may also choose to have other people of their choice who have knowledge or special expertise about the child attend the meeting.
- Whenever appropriate, the child may also attend the meeting.

continued

Parents are important members of the PPT. The school district must:

- Notify the parents of a meeting in writing at least five school days before the meeting takes place.
- Inform the parents who will attend at the meeting.
- Make an effort to schedule team meetings at a mutually agreeable time and place.
- Provide alternative ways for parents to participate in the meeting if they cannot attend, such as by telephone.
- Inform the parents of their right to invite other people to the meeting who have knowledge or expertise about the child or to support them.
- Consider any information, including evaluations obtained by the parents, brought by the parents to the PPT meeting.
- Make sure the parents understand the proceedings, which may include providing an interpreter.
- Allow parents to record the meeting to help them understand the meeting.
- Provide a copy of the child's IEP to the parents within five school days of the meeting.

The goal of any PPT meeting is to reach a team consensus on the decisions to be made. If only the school-based members of the team are able to reach consensus and the parents disagree, the parents may access dispute resolution options through the Bureau of Special Education.

For more information on planning and placement teams, visit the Bureau of Special Education's PPT Process and IEP Forms page at www.ct.gov/sde/PPT-IEP.