

Individual Program Plans: Information for Parents

Individual Program Plans

- Individualized Program Plans (IPPs) are the main document used by schools to capture assessment information about students identified with special education needs, to set out plans for teaching and learning, and to document ongoing growth and progress.

Planning Together

- Individual program planning is a collaborative process. Parents and teachers, as well as students (as appropriate), work together to:
 - build an understanding of where the student is starting from in their learning,
 - develop a plan of action,
 - monitor growth and celebrate successes,
 - identify obstacles and find ways around them,
 - document effective strategies, and
 - plan for transitions from one learning environment to the next.
- In the IPP process, parents play a critical role in building an understanding of their child as a learner and in creating a meaningful, achievable learning plan.
- According to Alberta Education's Standards for Special Education, 2004, school boards are required to obtain written parental consent on IPPs. At each review date, parents are asked to sign the IPP, indicating that they understand and agree to the plan that has been developed for their child.

Resolving Differences

- At any time, parents are welcome to contact their child's teacher(s) or the school principal to discuss questions or concerns, to offer insights about their child, or to make suggestions for next steps.
- If parent(s) don't understand the IPP, or don't agree with its contents, it is important to work together with the teacher(s) and/or principal to resolve misunderstandings or make changes to the IPP.
- In cases where the parent(s) refuse consent or are unavailable to provide consent, the parent(s) and/or teacher will document the reasons why, and will note the steps that were taken to resolve differences. In the absence of parental agreement, instruction in the classroom must be based on reasonable practice and teachers must make instructional decisions in the best interests of the student.

For more information about IPPs, please visit:

- Alberta Education: Standards for Special Education -<https://open.alberta.ca/publications/0778537781>
- Alberta Education: Tips for Parents Participating in the IPP Process -<https://open.alberta.ca/dataset/ab22ff64-3358-4387-9761-8c58878a6b84>
- Calgary Board of Education: Administrative Regulation 3003 (Special Education Programming) - <https://www.cbe.ab.ca/GovernancePolicies/AR3003.pdf>

While the CBE works to keep all personal information secure, I understand that there are risks of inappropriate access whenever personal information is sent via email. There is no way to guarantee that information sent by email will not be inappropriately accessed.

I consent to receiving an electronic copy of my child's IPP to the following email address(s).

(EMAIL ADDRESS(S))

(PRINT NAME)

(MM/DD/YYYY)

(SIGNATURE)

(STUDENT NAME)