



IEP/IFSP Request Form

Dear Family,

We both share a common interest in your child's well-being, growth, and development. One of the ways we advance this is with developmental plans and assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so. Would you kindly complete the lower part of this form and return it to us by _____?

Sincerely,

Davina Bailey, Ed.D.
CECE Director

If you have any questions, please contact:

Dr. Bailey
at 951-827-7454
or email Davina.bailey@ucr.edu

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- I am enclosing a copy of my child's IEP or IFSP.
 - I am not providing a copy of my child's IEP or IFSP or this is not applicable to my child.

Child's Name (please print): _____

Family's Signature: _____ **Date:** _____

IEP/IFSP Implementation Plan

Policy

In order to ensure that the needs of children with an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP) are met, the following procedures will be implemented.

Director will:

- Ask all families to complete a request form for a copy of a child's IEP/IFSP. This request will be placed in each child's file.
- File all copies of IEP/IFSPs in the child's file in order to be readily available to share with the teaching team.
- Provide copies of IEP/IFSP goals to the child's teacher(s) and discuss strategies for meeting the goals.
- Ensure all teachers are trained on how to implement an IEP/IFSP. Training will be documented in each teacher's professional development record (PDR).
- Contact early intervention staff/consultants to schedule periodic meetings with the child's family and teacher(s) to discuss the child's progress and to increase strategies in adapting IEP/IFSP goals in classroom activities and routines.
- Request permission from families to attend any meetings with the early intervention team related to changes to the IEP/IFSP.
- Monitor teachers' work towards supporting the child in meeting IEP/IFSP goals.
- Request additional help from the early intervention team if needed.
- Ensure teachers conduct family conferences to report on progress.

Teaching Team will:

- Observe and document the child's progress towards goals weekly and use their notes to individualize lesson plans.
- Complete a communication log between the home and the teachers daily for each child with an IEP/IFSP.
- Prepare for and conduct family conferences at least 3 times a year to share progress on IEP/IFSP goals, the child's development, and participation in the classroom.
- Meet with the family to plan for and discuss transitioning to new classrooms or programs. An individualized plan will be created as needed to ensure a successful transition for the child.