

ATTACHMENT C: IEP MINUTES TRACKING FORM

ARE YOUR CHILD'S IEP MINUTES BEING MET THIS 2017/2018 SCHOOL YEAR?



CPS is legally obligated to deliver the service minutes and related services that are detailed in the legally-binding document that is your child's IEP. With the budgeting changes that CPS rolled out this year that provides a flat rate for special education teachers and paraprofessional staff that is often inadequate to cover the actual cost of such position, Principals are being put in a lose-lose position where they often must choose between the needs of their students who have IEP's and 504 Plans and the needs of their students who are considered *typically functioning* in the general education population. While there is an appeals process where Principals can request additional special education funds, often those appeals are denied and there is just not enough money in many schools to meet the needs of all the students. Never has it been more important for parents and guardians of children with special needs to track and request confirmation that all the minutes in your child's IEP are being met. Parents must lead the way with IEP Compliance questions and here is a tool to help you do just that.

This worksheet is an attempt to make tracking of lost minutes easy and specific. You should ask your child's teacher to confirm where and when your child's IEP minutes are being met, specific names of the staff members who are providing the service and the number of students for which the special education teacher or paraprofessional is responsible at any time they are assigned to meet the minutes set out in your child's IEP. A review of the IEP on your part can help bring clarity to the question of whether or not your child's IEP minutes are being met.

How to use this Form:

Make a copy of the attached ***IEP Minutes Tracking Form*** for each "Area of Need." It is different for every child, but most areas of need fall into these categories:

Academics:

Language Arts
Mathematics
Science
Social Studies

Specials:

Music
Art
Physical Education
Drama
Foreign Language

For Some High School Students with IEP's:

Vocational
Health

You can find the breakdown of Special Education Teacher, Additional Support Personnel and Paraprofessional minutes in the following sections of your child's IEP: Fill in Part 1 of the ***IEP Minutes Tracking Form*** and ask your child's special education teacher to fill in Parts 2 and 3.

- Section 10(a). Accommodations and Modifications: Special Factors under (G) lists **Paraprofessional Support Minutes** by "Area of Need"
- Section 12. Justification of Placement in the Least Restrictive Environment (LRE Grid 2016-2017) lists **Special Education Minutes** under (1) "Direct Services in Regular Class;" (2) Direct Services in Separate Class;" and (3) "Community-Based Instruction."

IEP Minutes Tracking Form

Date: _____

Name: _____

Week Beginning: _____

Part 1 - IEP Information: Parent, please fill in with minutes listed on students' IEP.

Area(s) of Need	Teacher Minutes	SECA/Para Minutes	Additional Supports/Comments

Part 2 - Weekly Information: Special Ed. Teacher, please fill in pertinent information.

DAY	Actual Teacher Minutes	Teacher Name	# of Students being served @ same time	Actual SECA/Para Minutes	SECA/Para Name	# of Students being served @ same time	Comments (If minutes missed, describe reason)
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
Total Weekly							

	Teacher	SECA/Para
Weekly Grand Total IEP		
Week Grand Total Actual		

Part 3 – Additional Support Personnel: Special Ed. Teacher, please fill in pertinent information.

Additional Support Personnel	Minutes in IEP	Actual Minutes Received	Name of Provider	# of Students being served @ same time	Comments (Where are services provided? If minutes missed, describe reason)
School Nurse					
Social Worker					
Speech Therapist					
Occupational Therapist					
Physical Therapist					
Skilled Nursing Care					