

IN COMPLIANCE WITH PUBLIC ACT 12-173

**NORWICH BOARD OF EDUCATION**

Dear PARENT/GUARDIAN/SURROGATE PARENT:

Your child, \_\_\_\_\_, has been referred to a planning and placement team (“PPT”) for consideration of eligibility for special education services. Attached please find the referral form and invitation for a PPT meeting to discuss the referral. If you are unable to attend this meeting at this time/date, please contact my office to reschedule as soon as possible.

Please know that, pursuant to Connecticut law, you have the right to request a meeting with a member of the PPT prior to the referral PPT meeting in order to discuss the PPT process and/or any concerns that you might have regarding your child. If you would like to schedule a meeting for this purpose, please contact our Student Services Office at 860-823-6284 ext. 114.

Connecticut law also requires that school districts provide parents of students found eligible for special education and related services with information and resources, created by the Connecticut State Department of Education (the “Department”), relating to individualized education programs (“IEPs”). Although your child has not yet been determined eligible for special education, the following list of links to information and resources may be helpful in understanding special education and the PPT process. If you are unable to access these websites, or require a hardcopy of either “A Parent’s Guide to Special Education in Connecticut” or the “IEP Manual and Forms,” please our Student Services Office at 860-823-6284 ext. 114. to request a copy at the upcoming PPT meeting.

- Bureau of Special Education Resources,  
<http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320730>
- A Parent’s Guide to Special Education in Connecticut,  
[http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Special/Parents\\_Guide\\_SE.pdf](http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Special/Parents_Guide_SE.pdf)
- IEP Manual and Forms (Third Revision October 2010),  
<http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Special/IEPManual.pdf>
- A Tool to Assist PPTs in Addressing the Unique Communication Needs of Students Who are Deaf or Hard of Hearing, Language and Communication Plan,  
[http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Special/Language\\_Communication\\_Plan.pdf](http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Special/Language_Communication_Plan.pdf)
- Secondary Transition (Including Building a Bridge: A Transition Manual for Students),  
<http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322676>
- Helpful CT Resources for Families,  
[http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Special/Resources\\_Families.pdf](http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Special/Resources_Families.pdf)

Finally, at the initial referral PPT, the team may discuss whether formal evaluations and/or assessments may be needed to determine your child's eligibility for special education. Should the team recommend initial evaluations/assessments; the school district will convene another PPT to review the results of those evaluations/assessments. Please know that upon your request, state law requires school districts to provide you with the results of the initial assessments and evaluations used in the determination of eligibility for special education at least three (3) school days before the PPT at which such results will be discussed for the first time. Therefore, should the PPT recommend formal evaluations/assessments, please notify the Student Services Offices and/or the PPT if you would like to receive the results of any such evaluations/assessments prior to the follow up PPT.

If you have any questions, you may contact my office. Thank you.

Sincerely,

Mary Donnelly,  
Director of Student Services & Special Education

Approved: 12/16/13