

THE PLANNING AND PLACEMENT TEAM (PPT) MEETING

1. The purpose of a Planning and Placement Team (PPT) meeting is to initiate and discuss evaluations; determine eligibility for special education services; develop a child's Individualized Education Program (IEP); or to review and/or revise the child's program
2. The PPT consists of the child's parent or parents, not less than one regular education teacher, not less than one special education teacher, a representative from the district who is knowledgeable of the availability of resources, an individual who can interpret evaluation results, others at the discretion of the parent or agency, and whenever appropriate, the child.
3. A PPT/IEP team member may be excused when: the parent and district agree, due to the fact that the member's area is not being discussed; the parent consents in writing, and the district also consents, **and** the member submits, in writing to the parents and team, his or her input into the development of the IEP prior to the meeting.
4. When conducting PPT meetings, the parent of a child with a disability and the district may agree to use of alternate means of meeting participation such as video conferences and conference calls.
5. Parents are to receive written notice at least five (5) school days prior to the PPT meeting stating *the purpose, time and place of the meeting, and listing the participants* of the meeting. Parents may request a rescheduling of the meeting if they are unable to attend. The PPT meeting may be held without the parents in attendance only when the school has documentation of its attempts to involve them and the parents' inability and/or unwillingness to attend the conference.
6. Parents have the right to bring, or request the presence of, anyone of their choice to the PPT meeting for additional support.
7. Prior to the meeting, parents should review their child's evaluation reports and school records. Parents may request an appointment to review the records or copies may be requested from the school. The results of any new evaluations should be explained by the person who administered the tests.
8. Parents must be given the procedural safeguards in special education, at least once per year. However, parents may request it as often as needed.
9. Professionals and parents should come prepared to share recommendations regarding a child's program. The IEP is developed at the meeting by the team, which includes the parents and, when appropriate, the child.
10. Parents may disagree with the decisions made at any time during or after the PPT meeting, and they may request changes to be discussed with the team.
11. There is no time limit to a PPT meeting, and no limit to the number of meetings that can be called to discuss a child's IEP. However, IDEA '04 encourages the consolidation of meetings whenever possible.
12. Parents shall be sent a copy of the IEP within five (5) school days after the PPT meeting to develop, review or revise the IEP. A parent's signature is not required except for initial placement to receive special education services or for private placement for services.
13. Parental rights are transferred to the student when s/he turns 18 (the age of majority in CT).

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For more information please contact the Connecticut Parent Advocacy Center, 1-800-445-2722.