



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FL

EXCEPTIONAL STUDENT EDUCATION  
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Information Only

**TO:** All Principals

**FROM:** Janis Andrews, Ed.D., Chief Academic Officer 

**SUBJECT: FINALIZATION OF NEW INDIVIDUALIZED EDUCATION PROGRAM (IEP) INTEGRATION**

At the December 12, 2012 District-wide ESE Contact Meeting, the ESE Department staff, along with IT personnel, shared the changes that were being made to the IEP in eForms at the District level.

The purpose of these changes is to support and create an electronic data storage file where students' IEPs can be easily retrieved and managed. The importance of this change is due to the lack of storage capability within the former data storage system and the immediate accessibility of a students' IEP. When a student transfers within the District to a new site, the new school will be able to retrieve the IEP as soon as the student registers. This change will allow schools the ability to ensure that they are meeting the compliance requirements of Individuals with Disability Education Act (IDEA) and providing appropriate support and service to the student.

In order to ensure that the IEP database is current and complete, IEPs written utilizing the previous version of the IEP must be "Routed Complete" (goes to database) and routed from the eForms inbox.

The ESE contacts were notified at the December 12, 2012 meeting, that they needed to begin the process of emptying out their inboxes and end routing students' IEPs.

The ESE Contacts will need to have finalized this process by Thursday, May 30, 2013. On Monday, June 3, 2013, the IT Department will begin the process of removing IEPs in eForms in boxes of ESE Contacts that were written prior to December 12, 2012. However, all IEPs written after December 12, 2012, utilizing the new IEP form, must be "Routed Complete" prior to the end of the 2012-13 school year.

ESE Area Team Leaders will work with their schools to provide the support of the Area Resource Teachers, as needed, to assist ESE Contacts in their areas.

EWG/JA/KO/WJG/CG:jb

Approved:   
E. Wayne Gent, Superintendent