

**INDIVIDUALIZED EDUCATION PROGRAM DISTRIBUTION**

The Board of Education believes that in order for students with disabilities to receive the full benefit of his/her Individualized Education Program (IEP), individuals responsible for implementing the IEP must, prior to the implementation of the IEP, fully understand the scope of their responsibility and the specific accommodations, modifications and supports to be provided. Therefore, each regular education teacher, special education teacher, related service provider and other service provider who is responsible for the implementation of a student's Individualized Education Program (IEP) shall have electronic access to the IEP prior to its implementation. The Director of Pupil Personnel Services shall ensure that appropriate staff will be informed of his or her responsibility relating to the implementation of the IEP and the specific accommodations, modifications and support that must be provided. The student's IEP shall remain confidential and shall not be released to any other person except in accordance with the Family Educational Rights and Privacy Act, and the Individuals with Disabilities Education Act.

All IEP copies must remain in a secured location on school grounds at all times. If IEP copies are transmitted and/or provided electronically, security systems (e.g., password protect a file or folder) must be implemented to prevent unauthorized internal and external access to the student's IEP.

Cross-ref: 4321, Programs for Students with Disabilities under IDEA and Article 89, 5500, Student Records

Ref: Individuals with Disabilities Education Act (IDEA), 20 USC §§1400 et seq.  
Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g; 34 CFR Part 99  
Education Law §4402(7)  
New York State Education Department, Vocational and Educational Services for  
Individuals with Disabilities (VESID), SED Guidance Document, Providing copies of the  
IEPs for Students with Disabilities, May 13, 2003  
(<http://vesid.nysed.gov/specialed/publications/policy/chap408final.htm>).

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