

## **Individualized education plans (IEP) and Individualized family service plans (IFSP) information sheet**

Because of the diverse set of needs of the children in your program, it is important to gather as much information about the best ways to educate each child. IEP's and IFSP's are created by service providers working with children with special needs and include this information. The Keystone STARS Performance Standard therefore require each early learning provider to request copies of IEP's and IFSP's for the children in their care. This request should be made as early as possible. There are many ways to make this request, and the "sign off sheet" sample below is one example. Other possibilities include asking during enrollment meeting and including the request in the Parent Handbook. Because of the importance of IEP/IFSP to a child's learning, the program should have a copy before the child begins to attend, if possible.

The information found on an IEP/IFSP is protected by privacy laws including the Health Insurance Portability and Accountability Act (HIPAA). Releases of information may also be required to speak to member of a child's treatment team. Professional development regarding privacy issues, and HIPAA in particular, is highly recommended.

### **Parent Sign-off Sheet**

**Child's Name:** \_\_\_\_\_

Your child's growth and development is measured with development assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

\_\_\_\_\_ I am providing a copy of my child's IEP or IFSP

\_\_\_\_\_ I am not providing a copy of my child's IEP or IFSP and/or this is not applicable to my child.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_