

Student: \_\_\_\_\_  
Last Name, First Name

DOB: \_\_\_\_\_  
mm/dd/yyyy

District: \_\_\_\_\_

Meeting Date: \_\_\_\_\_  
mm/dd/yyyy

### PLANNING AND PLACEMENT TEAM (PPT) COVER PAGE

Current Enrolled School: \_\_\_\_\_ Age: \_\_\_\_\_ Current Grade: \_\_\_\_\_ H.S. Credits: \_\_\_\_\_ Grade Next Yr: \_\_\_\_\_ Gender:  Female  Male

Current Home School: \_\_\_\_\_ School Next Year: \_\_\_\_\_ Home School Next Year: \_\_\_\_\_

SASID #: \_\_\_\_\_ If your school district does not have its own high school, is the student attending his/her designated high school?

Case Manager: \_\_\_\_\_  Yes  No  NA

Student Address<sup>1</sup>: \_\_\_\_\_ Student Instructional Lang:  English  Other: (specify) \_\_\_\_\_

Parent/Guardian (Name): \_\_\_\_\_ Home Dominant Lang:  English  Other: (specify) \_\_\_\_\_

Parent/Guardian (Address):  Same \_\_\_\_\_ Student Home Phone: \_\_\_\_\_ Parent Home Phone: \_\_\_\_\_

Surrogate Name: \_\_\_\_\_ Parent Work Phone: \_\_\_\_\_ Misc. Phone: \_\_\_\_\_

Surrogate Address: \_\_\_\_\_ Most Recent Eval. Date: \_\_\_\_\_ mm/dd/yyyy Next Reevaluation Date: \_\_\_\_\_ mm/dd/yyyy

Most Recent Annual Review Date: \_\_\_\_\_ mm/dd/yyyy Next Annual Review Date: \_\_\_\_\_ mm/dd/yyyy

Reason for Meeting<sup>2</sup>:  Review Referral  Plan Eval/Reeval  Review Eval/Reeval  Determine Eligibility  Determine Continuing Eligibility  Develop IEP  
 Review or Revise IEP  Conduct Annual Review  Transition Planning  Manifestation Determination  Other (specify) \_\_\_\_\_

Primary Disability:  Autism  Emotional Disturbance  Multiple Disabilities  Orthopedic Impairment  Speech or Language Impaired  Other Health Impairment  
 Deaf – Blindness  Hearing Impairment (Deaf or Hard of Hearing)  Specific Learning Disabilities  Traumatic Brain Injury  OHI – ADD/ADHD  
 Developmental Delay (ages 3-5 only)  Intellectual Disability  Specific Learning Disabilities/Dyslexia  Visual Impairment  To be determined

The next projected PPT meeting date is: \_\_\_\_\_  
mm/dd/yyyy

- Eligible as a student in need of Special Education (The child is evaluated as having a disability, and needs special education and related services)  Yes  No
  - Is this an amendment to a current IEP using Form ED634? YES, attached is the ED634 and amendments (revised IEP pages 1, 2, 3 and other supporting IEP documents)  No
- If YES, what is the date of the IEP being amended? \_\_\_\_\_  
mm/dd/yyyy

#### Team Member Present (required)

Admin/Designee: _____	Spec. Educ. Teacher: _____	OT: _____
Parent/Guardian: _____	School Psych: _____	PT: _____
Parent/Guardian: _____	Social Work: _____	Agency: _____
Surrogate Parent: _____	Speech/Lang: _____	Other: (specify) _____
Student: _____	Guidance: _____	Other: (specify) _____
Student's Reg. Ed. Teacher: _____	Nurse: _____	Other: (specify) _____

<sup>1</sup> Address of student's primary residence. <sup>2</sup> May choose more than one



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**PRIOR WRITTEN NOTICE**

Actions Proposed	Reasons for proposed actions	Evaluation procedure, assessment, records, or reports used as a basis for the actions proposed (dated)		Date these actions will be implemented
	<input type="checkbox"/> Educational performance supports proposed actions <input type="checkbox"/> Evaluation results support proposed actions <input type="checkbox"/> Previous IEP goals and objectives have been satisfactorily achieved <input type="checkbox"/> Student has met Exit Criteria <input type="checkbox"/> Other _____	<input type="checkbox"/> Achievement _____ <input type="checkbox"/> Motor _____ <input type="checkbox"/> Adaptive _____ <input type="checkbox"/> Report Cards _____ <input type="checkbox"/> Classroom Observation _____ <input type="checkbox"/> Review of Records _____ <input type="checkbox"/> Cognitive _____ <input type="checkbox"/> Social Emotional Behavior _____ <input type="checkbox"/> Communication _____ <input type="checkbox"/> Teacher Reports _____ <input type="checkbox"/> Developmental _____ <input type="checkbox"/> Other (specify and dated) _____ <input type="checkbox"/> Health/Medical _____		
Actions Refused	Reasons for refused actions	Evaluation procedure, assessment, records, or reports used as a basis for the actions refused (dated)		
	<input type="checkbox"/> Educational performance supports refusal <input type="checkbox"/> Evaluation results support refusal <input type="checkbox"/> Previous IEP goals and objectives have been satisfactorily achieved <input type="checkbox"/> Student has met Exit Criteria <input type="checkbox"/> Other _____	<input type="checkbox"/> Achievement _____ <input type="checkbox"/> Motor _____ <input type="checkbox"/> Adaptive _____ <input type="checkbox"/> Report Cards _____ <input type="checkbox"/> Classroom Observation _____ <input type="checkbox"/> Review of Records _____ <input type="checkbox"/> Cognitive _____ <input type="checkbox"/> Social emotional Behavior _____ <input type="checkbox"/> Communication _____ <input type="checkbox"/> Teacher Reports _____ <input type="checkbox"/> Developmental _____ <input type="checkbox"/> Other (specify and dated) _____ <input type="checkbox"/> Health/Medical _____		
Other options considered and rejected in favor of the proposed actions	Rationale for rejecting other options	Other factors that are relevant to this action	Exit Information	
<input type="checkbox"/> Full-time placement in general education with supplementary aids and services.  <input type="checkbox"/> No other options were considered and rejected.  <input type="checkbox"/> Other options considered and rejected in favor of this action: _____	<input type="checkbox"/> Options would not provide student with an appropriate program in the least restrictive environment  <input type="checkbox"/> Other: (specify) _____	<input type="checkbox"/> There are no other factors that are relevant to the PPT decision <input type="checkbox"/> Information/concerns shared by the parents  <input type="checkbox"/> Information/preferences shared by the student  <input type="checkbox"/> Other: (specify) _____	<input type="checkbox"/> Date of exit from Special Education _____  <input type="checkbox"/> Returning to general education  <input type="checkbox"/> Reason for exiting Special Education: _____	

**Parents please note:** Under the procedural safeguards of IDEA, a copy of the Procedural Safeguards in Special Education shall be given to the parents of a child with a disability only one time per year, except that a copy also shall be given to the parents: 1) upon initial referral or parental request for evaluation, 2) upon the first occurrence of the filing of a complaint under Section 615(b)(6), 3) upon request by a parent, and 4) upon a change of placement resulting from a disciplinary action. A copy of Procedural Safeguards in Special Education which explains these protections  **was made available previously this school year (date)** \_\_\_\_\_  **is enclosed with this document**. A copy of Procedural Safeguards in Special Education is available on school district website: <http://www> [Delete if not available on line]. If you need assistance in understanding the provisions of IDEA, please contact your child's principal, the district's special education director or the CT's federally designated Parent Training and Information Center (CPAC at 800-445-2722). For a copy of "A Parent's Guide to Special Education in CT" and other resources contact SERC (800-842-8678) or go to: <https://portal.ct.gov/SDE/Special-Education/Special-Education-Resources-for-Families>.



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**PRESENT LEVELS OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE**

Area (briefly describe current performance)	Strengths (include data as appropriate)	Concerns/Needs (requiring specialized instruction)	Impact of student's disability on involvement and progress in the general education curriculum or appropriate preschool activities.
<b>Behavioral/Social/Emotional:</b> <input type="checkbox"/> Age Appropriate _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
<b>Communication:</b> <input type="checkbox"/> Age Appropriate _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
<b>Vocational/Transition:</b> <input type="checkbox"/> Age Appropriate _____ _____	_____ _____	_____ _____	_____ _____
<b>Health and Development including Vision And Hearing:</b> <input type="checkbox"/> Age Appropriate _____ _____	_____ _____	_____ _____	_____ _____
<b>Fine and Gross Motor:</b> <input type="checkbox"/> Age Appropriate _____ _____	_____ _____	_____ _____	_____ _____
<b>Activities of Daily Living:</b> <input type="checkbox"/> Age Appropriate _____ _____	_____ _____	_____ _____	_____ _____
<b>Other:</b> <input type="checkbox"/> Age Appropriate _____ _____	_____ _____	_____ _____	_____ _____

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**TRANSITION PLANNING**

- 1.  **Not Applicable: Student has not reached the age of 15 and transition planning is not required or appropriate at this time.**
- This is either the first IEP to be in effect when the student turns 16 (or younger if appropriate and transition planning is needed) or the student is 16 or older and transition planning is required.**

**2. Student Preferences/Interests – document the following:**

- a) Was the student invited to attend her/his Planning and Placement Team (PPT) meeting?  Yes  No
- b) Did the student attend?  Yes  No
- c) How were the student’s preferences/interests, as they relate to planning for transition services, determined?  
 Personal Interviews  Comments at Meeting  Functional Vocational Evaluations  Age appropriate transition assessments  Other \_\_\_\_\_
- d) Summarize student preferences/interests as they relate to planning for transition services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Age Appropriate Transition Assessment(s) performed: (Specify assessment(s) and dates administered)** \_\_\_\_\_  
\_\_\_\_\_

**4. Agency Participation:**

- a) Were any outside agencies invited to attend the PPT meeting?  Yes with written consent  No (If No, MUST specify reason as listed in the IEP Manual) \_\_\_\_\_
- b) If yes, did the agency’s representative attend?  Yes  No
- c) Has any participating agency agreed to provide or pay for services/linkages?  Yes  No (If Yes, specify) \_\_\_\_\_

**5. Post-School Outcome Goal Statement(s) and Transition Services recommended in this IEP**

- a) **Post-School Outcome Goal Statement - Postsecondary Education or Training:** \_\_\_\_\_  
 Annual goal(s) and related objectives regarding Postsecondary Education or Training have been developed and are included in this IEP
- b) **Post-School Outcome Goal Statement – Employment:** \_\_\_\_\_  
 Annual goal(s) and related objectives regarding Employment have been developed and are included in this IEP
- c) **Post-School Outcome Goal Statement - Independent Living Skills (if appropriate):** \_\_\_\_\_  
 Annual goals and related objectives regarding Independent Living have been developed and are included in this IEP (may include Community Participation)

**6. Please select ONLY one:**

- The course of study** needed to assist the child in reaching the transition goals and related objectives **will include** (including general education activities):
- Student has completed academic requirements;** no academic course of study is required – student’s IEP includes **only** transition goals and services.

**7. At least one year prior to reaching the age of 18, the student must be informed of her/his rights under IDEA which will transfer at age 18.**

- NA (Student will not be 17 within one year)  The student has been informed of her/his rights under IDEA which will transfer at age 18  No IDEA rights will transfer

**8. For a child whose eligibility under special education will terminate the following year due to graduation with a regular education diploma or due to exceeding the age of eligibility, the Summary of Performance will be completed on or before: (specify date)** \_\_\_\_\_

**Parents please note: Rights afforded to parents under the Individuals with Disabilities Education Act (IDEA) transfer to students at the age of 18, unless legal guardianship has been obtained.**

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- Academic/Cognitive     Social/Behavioral     Communication     Gross/Fine Motor     Postsecondary Education/Training  
 Self Help     Employment     Independent Living     Health     Other: (specify) \_\_\_\_\_

**Enter Dates for Evaluating and Reporting Progress in Boxes Below**

Check here if the student is 15 years of age. (Note: Page 6, Transition Planning must be completed if this box is checked)

1	2	3	4
5	6	7	8

**Measurable Annual Goal\* (Linked to Present Levels of Performance) # \_\_\_\_\_**

Eval. Procedure: \_\_\_\_\_  
 Perf. Criteria: \_\_\_\_\_  
 (% , Trials, etc.) \_\_\_\_\_

Report Progress Below (Use Reporting Key)

1	2	3	4
5	6	7	8

Short Term Objectives/Benchmarks (Linked to achieving progress towards Annual Goal)

**Objective #1** \_\_\_\_\_

Eval. Procedure: \_\_\_\_\_  
 Perf. Criteria: \_\_\_\_\_  
 (% , Trials, etc.) \_\_\_\_\_

Report Progress Below (Use Reporting Key)

1	2	3	4
5	6	7	8

**Objective #2** \_\_\_\_\_

Eval. Procedure: \_\_\_\_\_  
 Perf. Criteria: \_\_\_\_\_  
 (% , Trials, etc.) \_\_\_\_\_

Report Progress Below (Use Reporting Key)

1	2	3	4
5	6	7	8

**Objective #3** \_\_\_\_\_

Eval. Procedure: \_\_\_\_\_  
 Perf. Criteria: \_\_\_\_\_  
 (% , Trials, etc.) \_\_\_\_\_

Report Progress Below (Use Reporting Key)

1	2	3	4
5	6	7	8

Evaluation Procedures		Performance Criteria	
1. Criterion-Referenced/Curriculum Based Assessments	7. Behavior/Performance Rating Scale	A. Percent of Change	F. Duration
2. Pre and Post Standardized Assessment	8. Smarter Balanced and CT Alternate Assessments	B. Months Growth	G. Successful Completion of Task/Activity
3. Pre and Post Base Line Data	9. Work Samples, Job Performance or Products	C. Standard Score Increase	H. Mastery
4. Quizzes/Tests	10. Achievement of Objectives (Note: use with goal only)	D. Passing Grades/Score	I. Other: (specify) _____
5. Student Self-assessment/Rubric	11. Other (specify) _____	E. Frequency/Trials	J. Other: (specify) _____
6. Project/Experiment/Portfolio	12. Other (specify) _____		

**Progress Reporting Key:** (indicating extent to which progress is sufficient to achieve goal by the end of the year)  
**M** = Mastered      **S** = Satisfactory Progress – Likely to achieve goal  
**U** = Unsatisfactory Progress – Unlikely to achieve goal      **N** = No Progress – Will not achieve goal      **NI** = Not Introduced      **O** = Other: (specify) \_\_\_\_\_

\*Related to meeting the student's needs that result from the individual's disability, to enable the student to be involved in and make progress in the general curriculum, and to meet each of the student's other educational needs that result from the student's disability.

Student: \_\_\_\_\_ Last Name, First Name      DOB: \_\_\_\_\_ mm/dd/yyyy      District: \_\_\_\_\_      Meeting Date: \_\_\_\_\_ mm/dd/yyyy

**Program Accommodations and Modifications - INCLUDING NONACADEMIC AND EXTRACURRICULAR ACTIVITIES/COLLABORATION/SUPPORT FOR SCHOOL PERSONNEL**

<b>Accommodations and Modifications to be provided to enable the child:</b> <ul style="list-style-type: none"> <li>- To advance appropriately toward attaining his/her annual goals;</li> <li>- To be involved in and make progress in the general education curriculum;</li> <li>- To participate in extracurricular and other non-academic activities, and</li> <li>- To be educated and participate with other children with and without disabilities.</li> </ul> <b>Accommodations may include Assistive Technology Devices and Services</b>	<b>Sites/Activities Where Required and Duration</b>
<b>Materials/Books/Equipment:</b> _____ _____	
<b>Tests/Quizzes/Assessments:</b> _____ _____	
<b>Grading:</b> _____ _____	
<b>Organization:</b> _____ _____	
<b>Environment:</b> _____ _____	
<b>Behavioral Interventions and Support:</b> _____ _____	
<b>Instructional Strategies:</b> _____ _____	
<b>Other:</b> _____ _____	

*Note: When specifying required supports for personnel to implement this IEP, include the specific supports required, how often they are to be provided (frequency) and for how long (duration)*

**Frequency and Duration of Supports Required for School Personnel to Implement this IEP include:** \_\_\_\_\_  
 \_\_\_\_\_

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### STATE AND DISTRICT TESTING AND ACCOMMODATIONS

STATEWIDE ASSESSMENTS AND DISTRICTWIDE ASSESSMENTS section must be completed

#### STATEWIDE ASSESSMENTS

Check the grade the student will be in when the test is given.

- Grade Pre-K     Grade K     Grade 1     Grade 2     **Grade 3**
- Grade 4**     **Grade 5**     **Grade 6**     **Grade 7**     **Grade 8**
- Grade 9     Grade 10     **Grade 11**     Grade 12

#### DISTRICTWIDE ASSESSMENTS

Check the grade(s) the student will be in when the tests are given.

- Grade Pre-K     Grade K     Grade 1     Grade 2     Grade 3
- Grade 4     Grade 5     Grade 6     Grade 7     Grade 8
- Grade 9     Grade 10     Grade 11     Grade 12

#### Standard Assessments and Alternate Assessments

Smarter Balanced Assessments (**Grades 3-8**), Connecticut SAT (**Grade 11**) and the Connecticut Alternate Assessments (CTAA), include English Language Arts and Mathematics (**Grades 3-8 & 11**). Standard Science Assessment or Alternate Science Assessment required in **Grades 5, 8 and 11**.

#### Assessment Options: (Select ONE Option)

1. Smarter Balanced Assessments (Includes Standard Science Assessment – Grades 5 & 8)
2. CTAA– (Includes Alternate Science Assessment for Grades 5, 8, and 11) ★
3. Connecticut SAT and Standard Science Assessment (Grade 11)

#### English Language Proficiency Assessment

- English Language Proficiency Assessment required for all English Learners Grades K-12
- Student requires designated supports/accommodations on the ELP assessment

#### Administration Options – Accommodations will be provided. (Select One Option):

- The student is participating in the Smarter Balanced Assessments & Standard Science Assessment and requires designated supports and/or accommodations\*
- The student is participating in the Connecticut SAT & Standard Science Assessment and will request accommodations\*\*

#### Districtwide Assessments

(Select all appropriate options.)

- N/A - No districtwide assessments are scheduled during the term of this IEP.
- Alternate Assessment(s) ★

Select one of the following options:

- No accommodations will be provided, OR
- Accommodations will be provided as specified on Page 8, OR
- Accommodations will be provided as specified below.

\* If supports/accommodations are given, attach a copy of the *Test Designated Supports/Accommodations Form* for the IEP and provide a copy to the district test coordinator for required registration.

\*\* Please note: There are two options for requesting accommodations for the Connecticut SAT. One option is through the **College Board (CB) process**: If all accommodations are approved through the CB process, test scores can be used for college admission and state accountability. The other option is through the **State Allowed Accommodations (SAA) process**: If accommodations are approved through the SAA process, test scores can ONLY be used for state accountability and NOT for college admission. **Please make sure to discuss these options at a PPT meeting before completing this page of the IEP.**

**The Alternate Assessment Eligibility Form must be submitted and approved for Statewide Assessments.**

The form is recommended for use in determining the need for alternate Districtwide Assessments.



Alternate assessments must be specified and a statement provided for each as to why the child cannot participate in the standard assessment and why the particular alternate assessment selected is appropriate for the child.

**NOTE:** A PPT decision to assess the student using the CTAA and Alternate Science Assessment must be recorded on page 3 of the IEP, Prior Written Notice.

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### SPECIAL FACTORS, PROGRESS REPORTING, EXIT CRITERIA

1. For students whose behavior impedes her/his learning or that of others, the PPT has considered strategies, including positive behavioral interventions and supports to address that behavior, and :  
 NA     A behavioral intervention plan has been developed.     IEP Goals and Objectives have been developed to address the behavior.     Other (specify): \_\_\_\_\_
2. For students with limited English proficiency, the PPT has considered the language needs of the student as they relate to the student's IEP and recommended the following:  
 NA     Recommendation: (specify) \_\_\_\_\_
3. For students who are blind/visually impaired (VI):     NA     Instruction in braille or use of braille is being provided, as required.     The PPT has determined, after an evaluation of the student's reading and writing skills, needs, and appropriate reading and writing media (including an evaluation of the student's future need for instruction in braille or the use of braille), that instruction in braille or the use of braille is not appropriate for this student.
4. For students with print-related disabilities (such as SLD/Dyslexia, blind/VI, physical limitations or organic dysfunction):     NA     The PPT has considered accessible instructional/educational material (AEM) and/or accommodations noted on *page 8 of the IEP*– if so which format/accommodation utilized:     Large Print     Digital Text     Audio     Other (specify): \_\_\_\_\_.
5. For students who are deaf or hard of hearing:     NA     See attached **required** *Language and Communication Plan* (Form ED638) – The PPT has determined (after considering the student's language and communication needs), opportunities for direct communications with peers and professional personnel in the child's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode, and considering whether the student requires assistive technology.

#### PROGRESS REPORTING

1. A report of progress toward meeting the Measurable Annual Goals and Short Term Objectives included in this IEP will be sent to parents periodically, according to the following schedule:  
 Quarterly     Consistent with grade level report cards     Other (specify): \_\_\_\_\_

#### EXIT CRITERIA

1. Exit Criteria: Student will be exited from Special Education upon: (Check One)     Ability to succeed in Regular Education without Special Education support     Graduation     Age 21     Other: \_\_\_\_\_ (specify)

#### INFORMATION ON IEPs and SECONDARY TRANSITION

1. Parents, including Surrogate Parents and the student if 18 or older have been provided ( electronically or  in hard copy) with relevant information and resources relating to IEPs created by the CSDE (including, but not limited to, information relating to transition resources and services for high school students) immediately upon the formal identification of any child as a child requiring special education and at each PPT meeting thereafter:     *Building a Bridge*     *Parent's Guide to Special Education*     *IEP Manual*     OTHER: \_\_\_\_\_
2. The *Parent's Transition Bill of Rights* has been provided to parents of students in sixth through twelfth grade to ensure that the PPT discusses transition services: *Parent's Transition Bill of Rights*:     is available on the school district website;     is enclosed with this document;     was already provided, reviewed and discussed this school year (date) \_\_\_\_\_.



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**Required Data Collection**  
(Collect and/or update at every PPT)

**For Children 3 years of age**

**Free Appropriate Public Education (FAPE) by age 3.**     Yes     No

If the Oct 1<sup>st</sup> reported "Annual Review/PPT Meeting Date" and child's DOB indicate that the child did not receive FAPE by their 3<sup>rd</sup> birthday, why?

- Late referral (less than 90 days before 3<sup>rd</sup> birthday)                       Moved into district late                       Other (Specify) \_\_\_\_\_
- Child initially found not eligible at age 3 (re-referred to district at a later date)                       Parent Choice                       FAPE met via earlier PPT. Date of initial PPT was \_\_\_\_\_

**Early Childhood (E.C.) Placement Settings (children ages 5 or younger OR grade is preschool):**

1. Provide the hours per week the child participates in an early childhood program which is not provided as a part of the IEP (hours from pg 2): \_\_\_\_\_
2. Identify the E.C. Placement Setting where the child spends the majority of the week which is a combination of programming from both pages 2 AND 11:
  - Regular E.C. Preschool or Kindergarten Program
  - E.C. Special Education Program in **Separate Class**
  - E.C. Special Education Program in **Separate School**
  - E.C. Special Education Program in **Residential Facility**
  - Home
  - Service Provider Location (Itinerant Services) – applies only when a child does not spend time in any environment with non-disabled peers

**Education Placement 3 to 21 years of age**

**1. Does the student live at any of the following locations?**

- None of these locations (Default - 00)
- Temporary Housing Situation: Foster Home, Group Home, Safe Home, Supported Housing; and Temporary Shelters. (02)  
(Housing that is subsidized by DCF, DDS, DMHAS or other state agency.)
- Hospital (03)
- Private Residential Facility (09)