

Individual Education Plans (IEPs)

Students who are identified in a Ministry of Education and Child Care inclusive education category will have an Individual Education Plan, often called an IEP. An IEP is a written plan that describes a student's strengths, learning goals, supports, adaptations and helpful strategies. It helps families and school staff plan for student participation, learning, and success at school.

The IEP is developed through ongoing teamwork between the student's family and school staff. District staff, community professionals, and the student may also be involved when appropriate. Families know their child well and are important partners in the IEP process.

The IEP is reviewed at least once each school year and is updated as the student's needs evolve. Families are invited to take part in developing and reviewing the plan. IEP formats may look different from one school district to another.

An IEP may not be required when all three of the following apply: the student needs no adaptations or only minor adaptations to learning materials, instruction, or assessment; the student is working toward the same expected learning outcomes as their classmates; and the student needs 25 hours or less of remedial instruction in a school year from someone other than the classroom teacher.

More information about IEPs, adaptations, and modifications can be found in [Inclusive Education Services: A Manual of Policies, Procedures and Guidelines \(2024\)](#).

Case Management

The classroom teacher is responsible for planning and guiding each student's educational program. Each student with an IEP is also assigned a case manager to help coordinate their educational plan and supports.

The case manager may be a Learning Support Teacher (LST), a school counsellor, or another school staff member. School administrators are responsible for making sure each student with an IEP has a case manager.

The case manager works closely with the classroom teacher, family, student when appropriate, and other members of the school team. They may help develop and update the IEP, coordinate student-specific supports, communicate with the family, connect with district specialists and community agencies, and help report on the student's progress.

Case management helps everyone working with the student understand their strengths, goals, and supports. This shared understanding helps the team work together to support the student's learning and meaningful participation in their classroom and school community.