

# Planning and Placement Team (PPT) Record of Meeting :

While not part of the Individualized Education Program (IEP) document, a PPT Record of Meeting must be used to document a Planning and Placement Team meeting:

- When a student does not yet have an Individualized Education Program (IEP) such as the initial referral PPT (PPT1) or eligibility determination PPT (PPT2) when the student is found not eligible
- When a PPT convenes and reviews the IEP, but does not revise the IEP

Other examples:

- During a Manifestation Determination Review
- During a Restraint/Seclusion Review



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A PPT Record of Meeting document must be shared with a Prior Written Notice, which is a procedural safeguard or parent right under the Individuals with Disabilities Education Act (IDEA). Connecticut's IEP form form is organized by sections and there are additional documents that support the IEP: The Record of Meeting, Optional Meeting Summary, and Prior Written Notice.

The Record of Meeting will include:

- the meeting date
- reason for meeting
- student information
- PPT members in attendance
- a summary (Example: The PPT convened to review the student's referral to special education.)
- recommendations (Example: The PPT determined that an initial special education evaluation is warranted)
- a list of resources shared with the parents (Example: Procedural Safeguards)