

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

**Select one of the following:**

- The student does not have an individualized education program (IEP) at this time.
- Restraint/Seclusion Review
- Manifestation Determination
- The student's IEP dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_ was reviewed and is not being revised.

|                             |                   |
|-----------------------------|-------------------|
| Meeting Date:               | Student Name:     |
| Reason for Meeting:         | SASID:            |
| Parent Name:                | Student Address:  |
| Parent Contact Information: | Surrogate Parent: |
| Case Manager:               |                   |

**Planning and Placement Team (PPT) Members Present**

| Name   | Role |
|--|------|
|  |      |
|  |      |
|  |      |
|  |      |
|  |      |
|  |      |
| <i>(Additional rows will be added as needed)</i> |      |

(Note: If a required member of the PPT is not present, the PPT Attendance document is required to conduct the PPT meeting.)

**Summary**

**Recommendations**

**Resources**

The following documents were provided to the parent(s) at this meeting or sent electronically with parental permission:

- Procedural Safeguards in Special Education
- Parental Notification of the Laws Relating to Physical Restraint and Seclusion in the Public Schools
- A Parent's Guide to Special Education
- IEP Manual
- Other: \_\_\_\_\_

For assistance with understanding the provisions of the IDEA, please contact the district's special education director or the Connecticut Parent Advocacy Center (CPAC) at 1-800-445-2711.