MEMORANDUM TO: Directors of Education  
Supervisory Officers and  
Secretary-Treasurer of School Authorities  
Principals of Section 68 School Authorities  
Director of Provincial and Demonstration Schools  
Superintendent of Centre-Jules-Leger

FROM: Barry Finlay  
Director (A)  
Special Education Policy and Programs Branch

DATE: January 21, 2008

SUBJECT: Electronic Individual Education Plan (IEP) Template  
Board’s Username and Password Confidentiality

As a follow up to the IEP Collaborative Review conducted during the 2006-2007 school year, the Ministry took under consideration the request from school boards for the need of an electronic IEP template that would be used on a voluntary basis.

On September 1, 2007, after consultation with school boards around the content and navigation of the template, the Ministry launched an electronic IEP template that would be made available to school boards. Training on the template occurred regionally across the province via teleconference on September 19, and 20, 2007.

At the request of school boards, school authorities, and the provincial and demonstration schools, usernames and passwords have been issued. It is important to note that the usernames and passwords issued to each individual school board, school authority and provincial and demonstration school is for their use and their staff use only.

In order to support the integrity of the electronic template it is important that the username and passwords that have been issued to you are not provided to others external to your board.
The Ministry appreciates your effort in ensuring that this strict confidentiality is maintained.

We look forward to your ongoing feedback in the use of the template.

Sincerely,

Barry Finlay  
Director (A)  
Special Education Policy and Programs Branch

Cc:  George Zegarac,  
ADM, Strategic Planning and Elementary/Secondary Programs Division  
Joan Fullerton, Manager Field Service Office  
EDU, Field Services Office Leads