

To: ETFO Thames Valley Teacher Local Members
From: Mike Thomas, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: September 25, 2025
Regarding: **Collaborative Development of Individual Education Plans (IEPs)**

The development of Individual Education Plans (IEPs) is a collaborative process between the Learning Support Teacher (LST) and the classroom (homeroom) teacher. To support consistency and clarity in practice, please note the following key points:

1. Roles and Responsibilities

- LSTs, who have been trained by the Board in the use of the IEP engine, are responsible for entering data into the system.
- Classroom teachers provide the information required to generate the IEP and work with the LST to review and discuss the completed content.

2. Clarifications

- Completion of the automated IEP Student Program Form by the classroom teacher is voluntary.
- LSTs input the information into the IEP engine (SEAs), as classroom teachers are not trained on this platform.
- In accordance with the Education Act, Regulation 181, Section 98, IEPs must be written and/or updated within 30 school days of the start of the school year.

3. Collaboration Time

- We recognize that finding time for collaboration can be difficult. Preparation time may be used for this professional activity; however, the use of preparation time is at the determination of the teacher (L16.04).

Thank you for your continued efforts in supporting students through the IEP process and for your commitment to working collaboratively with colleagues.

For any questions, concerns, or simply a friendly chat, the Local ETFO Office is only a phone call away at 519-474-3150 or an email to etfothamesvalley.com - we're here to help.

Mike Thomas, President
ETFO Thames Valley Teacher Local

c. Released Executive, ETFO Thames Valley Teacher Local