

To: ETFO Thames Valley Teacher Local Members
From: Mike Thomas, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: September 28, 2026
Regarding: **Collaborative Development of Individual Education Plans (IEPs)**

The development of Individual Education Plans (IEPs) is an important collaborative process between Learning Support Teachers (LSTs) and classroom (homeroom) teachers. Both bring important knowledge and expertise to the process, and their work together helps ensure that IEPs accurately reflect each student's strengths, needs, programming, and appropriate supports.

To support consistency and clarity in practice, please note the following:

1. Roles and Responsibilities

LSTs, who have been trained by the Board in the use of the IEP engine, are responsible for entering the required information into the system.

Classroom teachers contribute their knowledge of the student and provide the information required to develop the IEP. Classroom teachers and LSTs work collaboratively to review and discuss the completed content, ensuring that the IEP appropriately reflects the student's educational needs and programming.

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 meaningful collaboration requires time and that finding that time within an already busy school day can be challenging. Preparation time may be used for this professional activity; however, the use of preparation time remains at the determination of the teacher (L16.04).

We want to recognize and thank both our LSTs and classroom teachers for the considerable work they do to support students with special education needs. The knowledge classroom teachers bring from their daily work with students, combined with the specialized knowledge and support provided by LSTs, makes this collaborative relationship an important part of effective student programming. We appreciate the time, professional judgment, care, and commitment that both bring to this work and, most importantly, to the students they support.

Mike Thomas

President

ETFO Thames Valley Teacher Local

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 etfotvtl@etfothamesvalley.com - we're here to help.