



Clinton Township School District

*Dr. Pamela Fiander
Superintendent*

September 2017

Dear Parents/Guardians:

The IEP describes the school's specially designed individualized education program as well as related and other support services for students with disabilities. Schools must ensure that a copy of the IEP is provided to the student's parents as well. If the IEP is amended with or without an IEP team meeting, the parent must be provided with a copy of the amended IEP immediately.

The Office of Special Services in Clinton Township School District is moving towards providing parents/guardians with electronic IEPs and quarterly progress reports via the parent portal in PowerSchool with your consent. All IEPs will be confidential and only the student's parent/guardian will have access to view it. If a parent requests a hard copy of the final IEP, they will have the opportunity to receive the student's IEP in this manner.

Please note, an agreement to receive required documents electronically is attached. Subsequently, this agreement will be reviewed and presented to you at the IEP meeting. This form will be renewed annually.

Please sign the enclosed agreement to receive required documents via electronic format and return a hard copy via mail to the Office of Special Services or scan a copy of the completed and signed agreement to hburd@ctsdnj.org or mnor@ctsdnj.org.

Please visit the Clinton Township School District website for additional information. This page is located at www.ctsdnj.org under "District" then "Special Services."

Link to Special Services Home Page:

http://www.ctsdnj.org/departments/special_services

If you have any questions about this process, please feel free to contact me.

Sincerely,

Alice Steinheimer

Mrs. Alice Steinheimer, MA, MS, BS
Director of Special Services
asteinheimer@ctsdnj.org
908 236-6341 ext 595

CC: CST file

CLINTON TOWNSHIP SCHOOL DISTRICT
OFFICE OF SPECIAL SERVICES

Agreement to Receive Required Documents via Electronic Format

By signing below I acknowledge that the Clinton Township School District has offered to provide me/us with hard copies of the following documents and my student’s IEP and progress reports as required by New Jersey Administrative Code 6A:14, but I would prefer to access them via electronic format. I have been provided with a link to each required document.

PARENTAL RIGHTS IN SPECIAL EDUCATION (P.R.I.S.E.) (1x per year & at referral*)

[Parents Rights in Special Education \[English\]](#)

(<http://www.state.nj.us/education/specialed/form/prise/prise.pdf>)

[Link to Parents Rights in Special Education \[Spanish, Arabic, Korean, Portuguese\]](#)

(<http://www.state.nj.us/education/specialed/form/>)

Electronic Paper

N.J.A.C. 6A:14 NEW JERSEY ADMINISTRATIVE CODE - Special Education Link (initial & reeval)

[New Jersey Administrative Code- Special Education](#)

(<http://www.state.nj.us/education/code/current/title6a/chap14.pdf>)

Electronic Paper

Quarterly Progress Reports via PowerSchool (Parent Portal)

[Link to PowerSchool Parent Portal Login page](#)

<https://ctsd.powerschool.com/public>

Electronic Paper

Individualized Education Program via PowerSchool (Parent Portal)

[Link to PowerSchool Parent Portal Login page](#)

<https://ctsd.powerschool.com/public>

Electronic Paper

Parent/Guardian E-Mail Address: (The district will provide this form in an electronic format to assist in accessing the links).

Notes: This form must be renewed annually

***At referral, Special Services will mail PRISE. Provide second copy at eligibility meeting.**

As indicated by my signature below, I/we agree to electronically access the above checked items.

As indicated by my signature below, I/we prefer paper documents and acknowledge receipt of the above checked items.

Parent/Guardian Signature Printed Name Date Student Name Grade

Parent/Guardian Signature Printed Name Date