

BREVARD PUBLIC SCHOOLS, FLORIDA
Individual Problem Solving Team (IPST)
Parent/Guardian Contacts and Staff Consultations
Directions

IPST FORM 2

WHO: IPST Form 2 is completed by the classroom teacher.

WHAT: IPST Form 2 documents parent/guardian contacts and staff consultations.

WHEN: IPST Form 2 should be initiated when a teacher identifies an academic or behavioral concern that will benefit from communication with the parent/guardian. The staff consultation section is accessed when the teacher needs support or assistance from other professionals within the community. This section needs to continually be updated by the teacher if support or assistance was accessed to deliver the student intervention. **BOTH PARENT/GUARDIAN CONTACTS DO NOT NEED TO BE MADE BEFORE BRINGING TO TEAM.** One parent/guardian contact should be initiated when concerns arise.

WHY: IPST Form 2 documents that the parent/guardian is notified and current with their child's ongoing progress. The parent/guardian must be informed of Areas of Academic/Behavioral Difficulty (PMP), Intervention Plan and Intervention Data. Attach evidence of parent communication of student intervention progress to IPST Form 2. If the student is eventually referred to the IPST and an evaluation is requested, State Board Rules indicate that **at least two parent/guardian conferences must be held with the parent prior to considering eligibility** for exceptional student education. This form documents the required contacts.

HOW: Indicate date of contacts/consultations with parents/guardians and staff. For the **"Topic(s) Discussed"** section of the parent/guardian contacts, indicate intervention plan teacher and parent/guardian discuss to address the student's area of difficulty. For follow-up with parent/guardian contacts, indicate the outcome of the prior plan.

For the **"Plan/Outcome"** section of the Staff Consultations, indicate what the teacher and staff agree to implement in order to address the student's area of difficulty.