

MEMORANDUM

December 10, 2004  
M323/04-05  
305 995-1721

TO: All Principals

FROM: Brucie Ball, Assistant Superintendent   
Office of Exceptional Student Education and Student/Career Services

SUBJECT: **NEW PROCEDURES FOR PHYSICAL AND OCCUPATIONAL THERAPISTS  
ATTENDING INDIVIDUAL EDUCATIONAL PLAN (IEP) MEETINGS**

The Florida Department of Education has recently revised the procedures for identifying students who require the related services of physical therapy (PT) and/or occupational therapy (OT). For all IEP meetings where PT and/or OT are being considered as a related service for a student with disabilities for the first time, the following procedures should be implemented immediately:

1. The PT and/or OT who have completed the respective evaluations must be invited to the IEP team meeting for initial PT and/or OT recommendations.
2. The PT and/or OT should listen to the discussion of the student's present levels of **educational** performance.
3. The PT and/or OT should participate and contribute to the discussion of the student's goals, benchmarks, and adaptations needed in the classroom for testing and for non-academic activities.
4. When the "Related Services" section of the IEP is discussed, the PT and/or OT present should review their evaluations and the "Consideration for Educationally Relevant Therapy (CERT)".
5. If PT and/or OT are indicated, the IEP team should review the goals and benchmarks to determine which ones require the support of these related services.
6. Once the goals are chosen, the PT and/or OT is then indicated as additional staff that will be measuring progress toward the selected goal.
7. The frequency of therapy is then discussed, determined, and documented as a related service on the IEP.
8. The PT and/or OT treatment plan will be written by the respective therapist to address the goal(s) identified on the IEP as needing their support.

9. At the completion of the PT and/or OT treatment plan, the PT and/or OT should be allowed to leave the meeting and resume their treatment of other students.

## **ANNUAL IEP MEETINGS REGARDING PT/OT**

Annual IEP meetings for students currently receiving PT and/or OT may be held without the therapist in attendance, unless recommendations for a change of frequency or discontinuation are being considered.

- Therapists should provide written input to the IEP team through the Exceptional Student Education (ESE) teacher which includes a statement of the student's current level of performance related to PT and/or OT, an update on the goals and benchmarks for which they have been providing services for, and suggested changes or additions in the adaptations.

Please ensure that all ESE Chairs, ESE Program Specialists, and ESE teachers are in receipt of a copy of this memorandum. If there are questions, please contact Ms. Louise Schmitt or Ms. Guirla Dodard, Supervisors, PT/OT Services, Division of Exceptional Student Education, at 305 995-2166.

BB/tg

cc: Mr. Ronald K. Felton  
Ms. Willa S. Young  
Mr. Michael Bell  
Mr. Alberto Rodriguez  
Ms. Blanca Valle  
Region Center Superintendents  
Ms. Beatriz Zarraluqui  
ESE Administrative Directors  
Mr. Antonio Martinez  
Region Center Directors  
ESE Executive Directors  
Ms. Rachel Autler  
District ESE Instructional Supervisors  
Region Center ESE Instructional Supervisors  
Lead Staffing Specialists  
Physical and Occupational Therapists