

SPARTA TOWNSHIP PUBLIC SCHOOLS
SPECIAL SERVICES
One Team, One Purpose
70 West Mountain Road
Sparta, New Jersey 07871
Tel. 973-729-3165
Fax: 973-729-9742

Mrs. Danielle A. Hamblin
Director of Special Services
Email danielle.hamblin@sparta.org

Mrs. Adrienne Castorina
Supervisor of Special Services
Email: adrienne.castorina@sparta.org

Dear Parent/Guardian,

Your child's IEP Progress Report will be available on your secure, log-in Parent Portal site on Genesis, approximately a week after the school posts report cards to the Parent Portal. IEP Progress Reports are available as frequently as the school that your child attends provides report card grades. For example, if the school publishes report cards on the Parent Portal every quarter, your child will have an IEP Progress Report published to the portal quarterly as well. IEP Progress Reports are not sent home in a hard copy format, but rather are available through the Portal.

The IEP for your child is also available on the Parent Portal and becomes available as soon as the IEP revisions from the meeting are input, which allows for timely communication regarding your child's program. Please note that at the conclusion of an IEP meeting, the IEP that you are provided is the finalized version of the IEP. It is upon receipt of this document that parents/guardians have 15 days to review their child's program. You can expect a clean version (i.e. handwritten notes discussed at the IEP meeting) to be available on the Parent Portal and if requested below, a hard copy to be mailed out.

Please note that if you prefer to receive a hard copy, complete and return this form to Susan Garatino in Special Services so that we have your request on file.

STUDENT'S NAME: _____ GRADE: _____

PARENT NAME: _____ DATE: _____
(Please Print)

PARENT SIGNATURE: _____
(Please Sign)

_____ In addition to access via Parent Portal, I would also like to receive a paper copy of the IEP via regular mail.

I understand I may revoke my consent at any time by sending a signed request to Special Services.

COMMENT/NOTE: _____
