



CHESTER SCHOOL DISTRICT

DEPARTMENT OF STUDENT SERVICES

Department of Student Services

250 Route 24

Chester, NJ 07930

Phone: (908) 879-5313 x 3000

February 12, 2026

Dear Parents and Guardians,

As some of you may know, a new requirement for advanced notice of certain information with respect to your child's annual review is going into effect July 1, 2026. These changes are intended to be an additional opportunity to support meaningful parental participation in IEP meetings. In advance of this, I wanted to share some updates on how my team and I have been preparing in a thoughtful and sustainable way by beginning to implement elements of the requirements in advance, as well as a few clarifications.

New Mandates:

Information from the NJDOE on the new Annual Review Advanced Notification Guidelines can be found [here](#).

How are we preparing?

In advance of the required July 1, 2026 start date, my team and I have been establishing new internal protocols and procedures and adjusting them as needed to ensure that all members of our teams are prepared for this change. Some of the steps we have taken to date are:

- In the beginning of the year, we began extending the timeframe for teachers to submit their PLAAFPs so that case managers have adequate time to review them.
- This past week, we drafted the required parent notification letter which will include all of the necessary notice components including:
 - A statement of items to be discussed
 - A list of IEP members seeking excusal
 - A statement inviting parents to provide feedback during the meeting.
- In alignment with the requirement, we will also begin sharing copies of the teacher and therapist present levels of academic and functional progress (PLAAFPs) with parents in advance, along with this letter.

Our goal is to begin implementing this next portion of our rollout for annual reviews as soon as this month, and appreciate your understanding that this process has taken some time, as it is a shift from how teams have historically operated.

Important Clarifications:

As with any new procedures, there may be some uncertainty around expectations. The following clarifications are intended to help ensure everyone is aligned as we move forward with implementation:

- It is important to note that this new mandate is for **annual review meetings only**; not all IEP meetings throughout the year. The Annual Review IEP meeting being the required, annual IEP meeting where the team comes together to review progress, develop goals, and discuss programming for the following school year.
- Similarly important, the mandates require that the team provide parents with **the teacher/therapist present levels of academic and functional progress (PLAAFPs)** in advance of the meeting - ***not a full draft of the IEP document***. The IEP will, as always, remain a working document that is updated collaboratively during the meeting.
- The requirement specifies that this information be provided **no fewer than two days prior to the meeting**, which will remain our standard target. When possible, we will strive to share the materials earlier.

I hope this note helps to clarify the approach we have taken thus far, and how we plan to continue refining our processes over the coming months so that once full implementation is required, we are fully prepared.

Please, let me know if you have any additional questions or thoughts at this time.

Sincerely,

A handwritten signature in black ink that reads "Richard Celebre". The script is cursive and fluid.

Dr. Richard Celebre

Director of Student Services

Chester School District