

School Closure Tracking Template for Students with IEPs

PURPOSE: This form is for internal use to assist districts in tracking special education timelines and services for individual students during school closures as a result of the Novel Coronavirus (COVID-19).

Student name:	Test Test	Student ID:	TEST
School:		Grade:	
Evaluation date:	01/28/2020	IEP Date:	03/09/2020
Date of Birth:	07/27/2008	Case Manager:	Becca Anderson

Date(s) of School Closure

Date(s) school was closed for all students (i.e., no educational services were provided to any student)			
From:	03/17/2020	To:	03/30/2020
			# of School Days: 9

Evaluation Timelines

Date evaluation is due:	01/27/2023	Due during closure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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IEP Timelines

Date IEP is due:	03/08/2021	Due during closure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Date(s) educational services were provided to students, but this student did not receive services:

From:	03/30/2020	To:	04/01/2020
			# of School Days: 2

Description of IEP Services:

Test has been provided distance learning services using Google classroom.

The matrix below documents: Services provided to this student during the closures

Service	Initiation Date	Frequency	Location	Duration	Staff Responsible for Delivering Service
Communication	04/01/2020	15 mpw	Home	06/19/2020	SLP Name
Math	04/01/2020	150 mpw	Home	06/19/2020	Gen Ed teacher name
Reading	04/01/2020	75 mpw	Home	06/19/2020	thomas Gerken

Other Information:

Accommodations and modifications for math will be shared with the general education teacher. Weekly work will be shared in Google Classroom and via email.

Plan for providing compensatory services based on this individual student's needs:

To be determined upon return from the closure.

The matrix below documents: Compensatory services to be provided

Names/titles of IEP team members participating in determination of compensatory services:

Becca Anderson	Administrator
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¹ Per federal guidance, the U.S. Department of Education understands that there may be exceptional circumstances that could affect how a particular service is provided.

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Student name:	Test Test	Student ID:	TEST
School:		Grade:	
Evaluation date:	01/28/2020	IEP Date:	03/09/2020
Date of Birth:	07/27/2008	Case Manager:	Becca Anderson

Date(s) of School Closure

Date(s) school was closed for all students (i.e., no educational services were provided to any student)			
From:	03/17/2020	To:	03/30/2020
			# of School Days: 9

Evaluation Timelines

Date evaluation is due:	01/27/2023	Due during closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the plan for completion of the evaluation, including the participation of the parent in the process? The evaluation will be completed using data from the IEP team to determine continuing eligibility or The evaluation cannot be completed at this time as in person testing is needed to determine eligibility.			
Was parent notified of plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date & method:	4/15/2020 via Zoom

IEP Timelines

Date IEP is due:	03/08/2021	Due during closure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the plan for completion of the IEP, including the participation of all IEP team members, including the parent (and student if appropriate)? The IEP meeting was held on 4/21/2020 via zoom. Present levels were updated and new goals were developed.			
Was parent notified of plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date & method:	4/15/2020 via Zoom

Date(s) educational services were provided to students, but this student did not receive services:

From:	03/30/2020	To:	04/02/2020
			# of School Days: 4

Description of IEP Services:

Test has been provided distance learning services via class Dojo

The matrix below documents: Services provided to this student during the closures

Service	Initiation Date	Frequency	Location	Duration	Staff Responsible for Delivering Service
Communication	04/02/2020	15 mpw	Home	06/19/2020	SLP name
Cognitive	04/02/2020	75 mpw	Home	06/19/2020	thomas Gerken
Social	04/02/2020	30 mpw	Home	06/19/2020	thomas Gerken
Adaptive	04/02/2020	25 mpw	Home	06/19/2020	thomas Gerken
Motor	04/02/2020	15 mpw	Home	06/19/2020	OT/PT name

Other Information:

Weekly work will be emailed to the parent. I have office hours on Tuesday and Thursday from 9-10:30 to answer and questions and assist with learning. The SLP will have a zoom session on Wednesday's at 10. You must attend this session with your child.

Plan for providing compensatory services based on this individual student's needs:

To be determined upon return from the closure.

The matrix below documents: Compensatory services to be provided

Names/titles of IEP team members participating in determination of compensatory services:

Becca Anderson

Administrator

¹ Per federal guidance, the U.S. Department of Education understands that there may be exceptional circumstances that could affect how a particular service is provided.

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PRIOR WRITTEN NOTICE

PURPOSE: As a parent/guardian of a special education child or child suspected of needing special education services, the school district is required to provide you with prior written notice whenever it **proposes or refuses** to initiate or change the identification, evaluation, educational placement, or provision of a free appropriate public education to your child. This notice should be given to you after a district makes a decision and before action is taken on the decision. The notice should be given to you in a reasonable amount of time before the district takes action.

Date: 05/01/2020

Daisy Test

To: Daisy Test Re: Test Test - 07/27/2008
Parent/guardian Student's name/Date of Birth

The purpose of this prior written notice is to inform you that we are:

- proposing to initiate
 - refusing to change a/an
 - continue
- (Choose one) (Choose one)

Mark all items below that apply:

- referral educational placement
- initial evaluation reevaluation
- eligibility category disciplinary action that is a change of placement
- IEP
- Continuous Learning Plan

Description of the proposed or refused action:
The IEP team has developed a continuous learning plan (attached) to outline services for distance learning due to COVID 19 closures. This plan will outline the special education services that will be provided to your child as well as accommodations and modifications that are needed.

The reason we are proposing or refusing to take action is:
Services outlined in the current IEP have changed due to COVID-19 closures.

Description of any other options considered and rejected:
Team considered not developing a continuous learning plan.

The reason(s) we rejected those options was:
Team rejected not developing a continuous learning plan as it outlines IEP services offered during the school closure due to COVID-19.

A description of each evaluation procedure, test, record, or report we used or plan to use as the basis for taking this action is as follows (if initial evaluation or reevaluation, include the areas being assessed and the purpose):
The Washington State Governor and the Office of the Superintendent of Public Instruction determined that it was necessary to close schools to prevent and contain the spread of COVID-19. Your child continues to be eligible for specially designed instruction and would benefit from IEP distance learning services during the school closure.

Any other factors that are relevant to the action:
This plan will only be in place during distance learning. The minutes reflected in the current IEP will be followed once school resumes.

The action will be initiated on 05/06/2020.

Your child has procedural protections under IDEA. These protections are explained in the *Notice of Procedural Safeguards for Special Education Students and Their Families*. If this prior written notice is given to you (1) as part of your child's initial referral for evaluation, (2) as part of a request for a reevaluation, or (3) as notice regarding disciplinary action that constitutes a change of placement, the procedural safeguards accompanies this notice. If a copy of the *Notice of Procedural Safeguards for Special Education Students and Their Families* is not enclosed and you would like a copy, or you would like help in understanding the content, please contact: Mrs. Awesome at 867-5309.

PRIOR WRITTEN NOTICE

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Date: 05/01/2020

Daisy Test

To: Daisy Test Re: Test Test - 07/27/2008
Parent/guardian Student's name/Date of Birth

The purpose of this prior written notice is to inform you that we are:

- | | | | |
|---|----|--|------|
| <input checked="" type="checkbox"/> proposing | to | <input checked="" type="checkbox"/> initiate | a/an |
| <input type="checkbox"/> refusing | | <input type="checkbox"/> change | |
| | | <input type="checkbox"/> continue | |
| <i>(Choose one)</i> | | <i>(Choose one)</i> | |

Mark all items below that apply:

- | | |
|--|--|
| <input type="checkbox"/> referral | <input type="checkbox"/> educational placement |
| <input type="checkbox"/> initial evaluation | <input type="checkbox"/> reevaluation |
| <input type="checkbox"/> eligibility category | <input type="checkbox"/> disciplinary action that is a change of placement |
| <input type="checkbox"/> IEP | |
| <input checked="" type="checkbox"/> Continuous Learning Plan | |

<p>Description of the proposed or refused action: We have attempted to contact you several times via the email and phone number provided to the district. At this time we have not received a response. The team would like to discuss a continuous learning plan to support Test learning during this closure.</p>
<p>The reason we are proposing or refusing to take action is: School has been closed due to COVID-19. Services are now being provided via distance learning.</p>
<p>Description of any other options considered and rejected: Team considered not developing this learning plan.</p>
<p>The reason(s) we rejected those options was: Team rejected not developing a continuous learning plan as it outlines IEP services offered during the school closure due to COVID-19.</p>
<p>A description of each evaluation procedure, test, record, or report we used or plan to use as the basis for taking this action is as follows (if initial evaluation or reevaluation, include the areas being assessed and the purpose): The Washington State Governor and the Office of the Superintendent of Public Instruction determined that it was necessary to close schools to prevent and contain the spread of COVID-19. Your child continues to be eligible for specially designed instruction and would benefit from IEP distance learning services during the school closure.</p>
<p>Any other factors that are relevant to the action: Please contact Mrs. Awesome at great.spedteacher@ksd.org or via phone at 222-2222 to discuss distance learning opportunities. My contact information can also be found on the school website.</p>
<p>The action will be initiated on 05/04/2020.</p> <p>Your child has procedural protections under IDEA. These protections are explained in the <i>Notice of Procedural Safeguards for Special Education Students and Their Families</i>. If this prior written notice is given to you (1) as part of your child's initial referral for evaluation, (2) as part of a request for a reevaluation, or (3) as notice regarding disciplinary action that constitutes a change of placement, the procedural safeguards accompanies this notice. If a copy of the <i>Notice of Procedural Safeguards for Special Education Students and Their Families</i> is not enclosed and you would like a copy, or you would like help in understanding the content, please contact: Becca Anderson at 867-5309.</p>