

SAMPLE LANGUAGE FOR FIVE DIFFERENT SCENARIOS**IEP/Eval Meeting Held via Zoom**Description and reason for proposed or refused action:

Standard wording you typically use here to indicate the action that was taken (Proposing to initiate/continue an Educational Placement, Proposing to continue an IEP, etc.).

Include more explicit explanation of any discussions, actions taken, decisions put on hold that require follow-up, etc.

Other factors related to the action:

School is closed due to COVID-19 and following safety restrictions the team met via zoom to ensure full team participation.

The following is a list of meeting attendees and how they participated: (Ex. Tina Teacher via Zoom, Polly Parent via Zoom, Ollie OT via Phone, etc.). Procedural Safeguards and copies of (IEP/Evaluation) documents were provided to parents via (email/mail).

Parent/Guardian(s) not responsive to contact to schedule a meetingDescription and reason for proposed or refused action:

We are refusing to other [hold this meeting] an (Initial IEP/Annual IEP Review/Other: Reevaluation Results Meeting).

After multiple attempts to contact the parents district is unable to schedule a meeting with the parents.

Other Options Considered and rejected:

A home visit was considered and rejected by staff due to COVID 19 safety restrictions.

Other factors related to the action:

List dates, times, and method of contact (at least three different times and three different methods)

The (IEP Case Manager/School Psychologist) will contact parents to schedule a meeting upon school resuming. Parents can contact (IEP Case Manager/School Psychologist) at the following email address at any time with further questions or to request a remote meeting be scheduled prior to school resuming.

Parent/Guardian(s) Declined to Meet Remotely, Waiting for school to resume/in-personDescription and reason for proposed or refused action:

We are refusing to initiate an (Initial IEP/Annual IEP Review/Other: Reevaluation Results Meeting).

(Parent/Guardian) requested to postpone the (Initial IEP/Annual IEP Review/Other: Reevaluation Results Meeting) until school is back in session in order to allow an opportunity for meaningful parent participation in person with the (IEP/Evaluation)

team. (Parent/Guardian) did not feel that participation through remote options such as Zoom or telephone conference was agreeable at this time.

[insert email message in the PWN]

Other Options Considered and rejected:

The option to proceed with an in-person (Initial IEP/Annual IEP Review/Other: Reevaluation

Results Meeting) was considered and mutually rejected by both staff and parents due to COVID 19 safety restrictions.

Other factors related to the action:

School is closed due to COVID-19 and the parent stated that distance technology options would impede their participation

The (IEP Case Manager/School Psychologist) will contact parents to schedule a meeting upon school resuming. Parents can contact (IEP Case Manager/School Psychologist) at the following email address at any time with further questions or to request a remote meeting be scheduled prior to school resuming.

Student unable to be tested for Reevaluation – Team Uses File Review to Complete Eval

Indicate that we are proposing to continue an Evaluation/Reevaluation

Description and reason for proposed or refused action:

Given that the identified assessments required in-person testing as of 3/16/2020, both staff and parents mutually agree in-person testing could not be completed due to safety restrictions from COVID-19

The reevaluation was completed using existing data via file review in the following areas: (Cognitive, Academic, Adaptive, Social, Motor, Communication, etc). The evaluation team reviewed the most recent assessment data and determined that it accurately reflects (Student's) present levels and needs. The evaluation team determined that use of existing data would be valid for the purpose of determining continuing eligibility and that additional assessment data is not needed at this time.

[if parents requested to postpone meeting until school opens include relevant language from above]

Other factors related to the action:

School is closed due to COVID-19 and following safety restrictions the team met via zoom to ensure full team participation.

The following is a list of meeting attendees and how they participated: (Ex. Tina Teacher via Zoom, Polly Parent via Zoom, Ollie OT via Phone, etc.). Procedural Safeguards and copies of (IEP/Evaluation) documents were provided to parents via (email/mail).

or

[replace with language from above, if parents requested to postpone meeting until school opens]

Student unable to be tested for Reevaluation – Reevaluation completion postponed

Indicate that we are refusing to continue Evaluation/Reevaluation

Description and reason for proposed or refused action:

Given that the identified assessments required in-person testing as of 3/16/2020, both staff and parents mutually agree in-person testing could not be completed due to safety restrictions from COVID-19

Other Options Considered and rejected:

-include as relevant to your case-

The option to conduct assessment testing in the areas of (Cognitive, Academic, Motor, Communication, etc.) remotely via Zoom video conferencing was considered and rejected. Based on standardized assessment protocol, results obtained via remote assessment would not be considered valid for the purpose of determining eligibility OR (Student's) parents did not consent to testing via remote Zoom video conferencing.

Completing the evaluation using existing data via file review was considered and rejected. The most recent assessment data does not accurately reflect (Student's) present levels and needs. The evaluation team determined that use of existing data would not be valid for the purpose of determining eligibility and that additional assessment data is needed.

Other factors related to the action:

The (School Psychologist/SLP/OT) will contact parents to communicate an assessment schedule with (Student) upon school resuming. Parents can contact (School Psychologist/ SLP/OT) at the following email address at any time with further questions.