COVID-19 Learning:
Tips for Parents and Caregivers

I am worried my child is falling behind in school. What can I do?

» Call your child’s teacher and discuss your specific concerns regarding your child, such as a failing grade, incomplete homework, or not understanding the lessons being taught.
  • Follow-up your call with an e-mail to your child’s teacher. Include what you asked for and what you both agreed on.
  • Keep a journal to track your conversations with the teacher. Jot down what was said. Date each note.

» If you are unable to reach your child’s teacher by phone or email, consider a call or email to your child’s school principal and ask for help.

» Request a special education Evaluation in writing if you suspect your child has a disability (see sample letter on back).
  • Send, email, or give a copy to the school principal and special education director.
  • Keep a copy. A photo on your phone works well.

» If your child has an IEP or 504 Plan, email or write a letter to the principal to request an IEP or 504 meeting. At the meeting, request more services.

Does my child have to wear a mask to school and on the bus?

» Yes. Mask wearing, hand washing, and keeping socially distant is required both at school and on the bus.

» If a medical condition prevents your child from wearing a mask, provide a medical note from your child’s treating doctor to the principal and the teacher.
  • Write a letter or email. Ask the teacher and principal to waive the mask requirement for your child.
  • Keep a copy. A photo on your phone works well.

What else can I do to help my child at school?

» Maintain a constant workable relationship with your child’s teacher either by text, email, or phone call.
» Keep your child at home if sick.

If you still need help:

CALL
LEGAL AID LINE
TOLL-FREE
(888) 534-1432
APPLY ONLINE
ONLINE
www.LegalAidLine.org

Advocates for Basic Legal Equality, Inc. (ABLE) and Legal Aid of Western Ohio, Inc. (LAWO) are non-profit law firms serving the civil legal needs of western Ohio’s low-income individuals and families. This information is not legal advice. It is general information. It is not a substitute for talking to a lawyer about your situation. You may still need help from a lawyer. This information is current as of November 16, 2020, and you should be aware that information about the new law and its interpretation continues to evolve.
Date

Name of Principal or Special Education Coordinator

Name of School

Street Address

City, State, and ZIP Code

Dear ________________________________:

Name of Principal or Special Education Coordinator

I am writing to request that my child, _____________________, be evaluated for special education and related services.

I am requesting this evaluation because my child is having difficulty with:

☐ Reading
☐ Writing
☐ Math
☐ Speech / language
☐ Homework
☐ Concentration / focus / attention
☐ Anxiety
☐ Depression
☐ Impulsivity (acts without thinking)
☐ Getting along with others
☐ Getting in trouble
☐ Other _________________________

This letter is my consent for you to evaluate my child with a full and individualized evaluation under IDEA and Section 504 at the same time. I understand that the District must respond to me in writing within 30 calendar days. I do not want an intervention team instead of a full evaluation under IDEA and 504; if I participate and say yes to intervention team help, I want that for my child at the same time as the evaluation.

Please contact me with any questions and so I can participate in the evaluation.

Sincerely,

_________________________________________  _____________________________
Your Signature  Your Phone number

_________________________________________  ____________________________________
Your Printed Name  Your Email address or Mailing address