



Advocates for Basic
Legal Equality, Inc.



Legal Aid of
Western Ohio, Inc.®

TOGETHER WE DO
THE COMMUNITY
JUSTICE

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

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:

- | | |
|--|--|
| <input type="checkbox"/> Reading | <input type="checkbox"/> Anxiety |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Depression |
| <input type="checkbox"/> Math | <input type="checkbox"/> Impulsivity (acts without thinking) |
| <input type="checkbox"/> Speech / language | <input type="checkbox"/> Getting along with others |
| <input type="checkbox"/> Homework | <input type="checkbox"/> Getting in trouble |
| <input type="checkbox"/> Concentration / focus / attention | <input type="checkbox"/> 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