

Special Education and Remote Learning:

What Parents & Caregivers Need to Know About Evaluations & IEP Meetings During the COVID-19 Pandemic

What if my child is scheduled for an initial evaluation but their school is using remote learning?

- The school must meet evaluation deadlines, including completing initial evaluations and evaluation team reports (ETRs) **within 60 days**.
- An initial evaluation may be done by reviewing records and/or completing other assessments (testing). Schools may use face-to-face assessments and observations if following health and safety guidelines.
- **Ask** the school about all the options to ensure your child receives a complete evaluation.
- The school should send you a copy of the evaluation to review before an evaluation meeting. An evaluation meeting is a meeting of the team, including you, to go over the results of assessments.

What if my child is scheduled for re-evaluation but their school is using remote learning?

- The school may conduct a re-evaluation by reviewing records or completing additional assessments.
- If the re-evaluation cannot be completed safely, the **existing IEP of 504 Plan stays in place** until a re-evaluation is done.
- The school should send you a copy of the re-evaluation report to read before an evaluation meeting.

What if my child's IEP is due for annual review?

The school should:

- Schedule an IEP team meeting. If you have not heard from the school, ask for a meeting in writing.
- **Send** you a copy of the IEP to review before the meeting.
- **Hold** the meeting. The meeting can be by phone, video, or in person if health and safety guidelines are followed.
- Gather signatures by mail, email, or other electronic means.

What if I want the IEP Team to meet and it is not time for annual review?

You may:

- **Ask** for an IEP Team meeting and say the reasons you are requesting the meeting. See our template *COVID-19 Request for IEP Meeting (Letter to the School)*
- Suggest three potential meeting times. You may ask for a phone or video meeting.
- **Send** your request for a meeting in writing (email or letter). **Keep** a copy for yourself.
- Call the District or Board of Education number if you cannot reach the school. It can often be found on the school's website. Ask for the Director of Special Education.

If you still need help:

**CALL
LEGAL AID LINE**



**TOLL-FREE
(888) 534-1432**

APPLY ONLINE



**ONLINE
www.LegalAidLine.org**