



**SPECIAL SERVICES  
DEPARTMENT**

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**MEMO**

**TO:** Special Services Certificated Staff

**FROM:** Heather Gorman, Director

**CC:** Program Directors/Program Specialists

**DATE:** March 13, 2020

**RE: School Closure March 16-20, 2020**

Good Afternoon PVUSD Special Education Staff,

I wanted to address some of the questions coming forward in regards to the school closure next week. There have been concerns regarding IEPs, timelines, transitions, and services.

**For IEPs** that were to be held next week: please contact parents to let them know we will reschedule. You may hold telephone IEP meetings with parent permission if all team members are present. This decision should be made case by case. Call your Program Director if you have any questions. I realize this may put some IEPs past due dates. I spoke with CDE this morning and they have a code for Calpads, 2291, Meeting Delay Due to School Emergency. IEPs that are due when the school is closed fall under this category.

**Transfer IEPs** may also need to be pushed back. Your program specialists will be working with teams to reschedule these. Again if the meeting can be done by telephone, and the full team is present, you may proceed.

**In regards to assessment and testing timelines**, add an additional 5 days or the amount of days closed, onto the timeline - only if needed. If you do find it necessary to go past the 60-day timeline, please contact the parent and your Program Director or myself so we can help field any questions.

In order to help with this time crunch, we will push the file exchange back one week from when we held it last year, or the file exchanged dates will be aligned with the closure timeline. We will announce these as we have more information.

I have included a document I received from the Department of Education. It has questions and answers regarding providing services to children with disabilities during the coronavirus disease outbreak. They answer the question regarding school closures, "If an LEA closes its schools to slow or stop the spread of COVID-19, and does not provide any educational services to the general student population, then an LEA would **not** be required to provide services to students with disabilities during that same period of time."

I will continue to send updates as needed. Please report to your site on Monday.