



April 7, 2020

Dear Parents

I am sending you this correspondence as your child was in the process of an Initial Evaluation by the Child Study Team prior to the mandatory school closure on 3/16/2020.

Due to the school closures, all Child Study Team evaluations have been put on hold (other than Social History Assessments) until school buildings reopen. The evaluations are required to be conducted in-person, and can not be completed “virtually”. The results of the evaluations are utilized to determine your child’s Eligibility for Special Education and Related Services.

Please refer to the following link from the Office of Civil Rights which outlines the following procedures for evaluations:

https://www2.ed.gov/about/offices/list/ocr/docs/ocr-coronavirus-fact-sheet.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=

“Additionally, IEP Teams are not required to meet in person while schools are closed. If an evaluation of a student with a disability requires a face-to-face assessment or observation, the evaluation would need to be delayed until school reopens. Evaluations and re-evaluations that do not require face-to-face assessments or observations may take place while schools are closed, so long as a student’s parent or legal guardian consents.”

Please reach out to your child's case manager if you have any questions about the status of the evaluations.

I hope that you and your families are as best as can be expected.

Thank you in advance for your support during these trying times.

Jack DeWitt
Director of Student Services

CC: file (paper copy), case manager (via email)