April 9, 2020

[insert the manner of delivery] [i.e. EMAIL CORRESPONDENCE]

[NAME, ADDRESS]

RE: Prior Written Notice Re District Closure and Plan for Services for [INSERT NAME] During COVID-19 School Site Closure

Dear [INSERT NAME OF PARENT/GUARDIAN/CONSERVATOR OR UNCONSERVED ADULT STUDENT];

This letter is to provide you with written notice of the San Diego Unified School District’s (“District”) proposals with regard to your child, in light of the closure of your child’s school, which began on 3/13/2020, and is planned at this point for the remainder of the school year. Please note the District intends on resuming classes as soon as possible and that may change. In anticipation of that occurring, we write to explain the District's distance learning plan of services for your child, [INSERT NAME], during this time of emergency school closures, as well as offer you the opportunity to participate and provide input as to your child’s needs and the provision of a free, appropriate public education to them during these unprecedented times of international crisis.

The District determined it is necessary to close its schools to prevent/contain the spread of COVID-19, pursuant to current guidance from county, state and federal agencies, which includes Governor Newsom's proclamation of the existence of a State of Emergency in the State of California and ongoing updated orders. Our school closure determination was made to safeguard health and safety of students, families, teachers, staff, and the community at large, as well as for concerns for administrators, our state and for our nation, at large. Additionally, the District's determination to close schools based on parameters of shelter in place order from County Officials issued 3/23/2020, Executive Order N-33-20, by Governor Newsom, subsequent additions to it, all of which order California residents to shelter in place.

Please know that during the time schools remain closed due to COVID-19, and in order to comply with orders of federal, state and local government officials, the District is unable to provide the special education and related services as written in your child's IEP in the same manner it could prior to closure and plans to do upon reopening after the crisis. This is because we believe that the health and safety of our students, administrators, teachers and staff, and community at large is of paramount concern. Further, the shelter in place orders and the guidance requiring social distancing mandates changes be made in the delivery of education to all students, and expectation for all students. It is impossible for the District to implement current IEPs, as written, because schools remain closed and health and safety concerns for all dictate that the District not do so. All Students are provided access to instruction and are embarking upon attempts at distance learning at the same time as your child.

The District is working to a develop distance learning plan for your child that includes any special education and related services they may be required to allow them to access and benefit from distance learning opportunities provided to all students, to the extent that is possible and feasible, during this COVID-19 school closure. Please be assured that this distance learning plan is proposed during the COVID-19 school closure, and is necessary to protect your child's health and safety, as well as our student body, staff, your families and the community at large. We hope the closures and need for distance learning will be over soon, and we can resume providing the education, as well as special education and related services in the last IEP you consented to as the IEP team contemplated.

Please be advised that the District is not changing your child's IEP, but rather providing access and meaningful educational benefit to your child during online learning opportunities provided during potential long term closure, that can be implemented during this emergency situation with changing orders. Therefore, please be assured that when it is safe to resume school, your child will receive the placement and related services that is written in his or her IEP. Until then, the District intends to provide them the same educational benefit available to every student in this time.

Please note special education and related services necessary for your child to benefit from it will be delivered in an alternative manner to the extent it is feasible and possible, in compliance with the

shelter in place order that is currently in place across the State of California and most of the United States to protect health and safety.

To reiterate, this plan will only be in place during this time of COVID-19 school site closure. The Distance Learning Plan of Service for [INSERT CHILD'S NAME] is as follows: Education Specialist/Case Manager/Related Service provider will consult and collaborate with you as parent/guardian in an effort to provide your child access to curriculum and instruction, to support your child’s ongoing learning to the maximum extent possible. Below is IEP team members and their contact information:

[NOTE: PLEASE DELETE ANY BOXES THAT ARE NOT APPLICABLE OR WRITE "NOT APPLICABLE" AND PLEASE DELETE THIS COMMENT]

Special Education Staff Contact information

|  |  |
| --- | --- |
| **Moderate/Severe Education Specialist** | **Name & Email** |
| **Mild/Moderate Education Specialist** | **Name & Email** |
| **School Psychologist** | **Name & Email** |
| **Speech & Language Pathologist** | **Name & Email** |
| **Occupational Therapist** | **Name & Email** |
| **Physical Therapist** | **Name & Email** |
| **Adaptive Physical Education** | **Name & Email** |
| **Deaf and Hard of Hearing** | **Name & Email** |
| **Vision Services** | **Name & Email** |
| **Other Related Services** | **Name & Email** |

The District will attempt to meet your child’s educational needs during the crisis of the COVID-19 pandemic, your child’s educational needs must be provided in an alternative manner during the pendency of this public health emergency. The above Distance Learning Plan of Service was developed based on what the District had determined it could provide during the pandemic. This health and safety determination has been made based on the District’s review of guidance and recommendations provided by the Center for Disease Control, California Department of Education, the United States Department of Education, Department of Public Health, guidance from Governor Newsom and all other relevant information available to the District related to the current COVID-19 health and safety crisis, including the most recently issued Shelter in Place order for the state of California.

Finally, please be advised that as parent(s) or guardian(s) of a child with a disability, you are protected by the parental rights and procedural safeguards enclosed with this letter. Please feel free to contact me, a District administrator, your child’s case manager, or any of those listed in the attached notice of rights.

If you have any questions, please do not hesitate to call me at (619) 725- 7650 between 8:00 a.m. and 5:00 p.m. or email Sott@sandi.net

Sincerely,

Sarah Ott

Executive Special Education Director

San Diego Unified School District

Attached: Parental Rights and Procedural Safeguards