# Attachment A

**Suggested Samples for** [**N1**](http://www.doe.mass.edu/sped/iep/forms/english/n1.pdf) **and Email/Written Communications About Annual IEP Meetings, Initial Evaluations, and Reevaluations during the COVID-19 Period of Suspended In-Person Services**

*Annual Review Team Meetings*

*If the school or district cannot hold the annual review Team meeting within the required timelines and the parent agrees to an extension:*

*SAMPLE* [*N1*](http://www.doe.mass.edu/sped/iep/forms/english/n1.pdf)*:*

(1) The district is proposing that the IEP Team for [STUDENT] postpone the meeting date for the annual review until [anticipated date on which the meeting will occur].

(2) [DISTRICT STAFF MEMBER and TITLE] and parent/guardian [NAME] communicated via [telephone, email, text, etc,] on [DATE] regarding [STUDENT]’s upcoming annual review meeting. The parent/guardian and district mutually agreed to postpone the annual review meeting until [anticipated date on which the meeting will occur] because [insert reason(s)]

(3) The district and parent/guardian discussed the potential of meeting via teleconference or video conference, but ultimately rejected that option because [add specific reason here].

(4) The district considered the family’s and student’s individual circumstances regarding

* Access to tele and/or video conferencing
* Desire on the part of the parent to wait until school reopens to have a meeting where educators can convene face-to-face
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(5) The district considered the known, unique needs of the family and student during the period of suspension of all in-person instruction and other educational operations due to the COVID-19 pandemic.

(6) [STUDENT]’s annual review is extended until [anticipated date on which the meeting will occur] at which point the IEP Team will convene. The district and parent/guardian will communicate about any subsequent need for rescheduling.

*SAMPLE LETTER/EMAIL:*

Dear [parent/guardian],

As you know, your child [STUDENT NAME] was due for an annual review Team meeting by [DATE]. As we agreed upon in our communication via [telephone/email/text message] on [DATE], at this time, we will be postponing the meeting date for the annual review until [anticipated date on which the meeting will occur] because [insert reason(s)]. The district understands the unique needs that your family and [STUDENT] are facing during this period of suspension of all in-person instruction and other educational operations due to the COVID-19 pandemic. We will continue to communicate regarding [STUDENT]’s IEP and the rescheduled annual review meeting. We will also discuss with you any subsequent need for rescheduling, if it may arise.

*If the school or district cannot hold the annual review Team meeting within the required timelines and the parent does not respond to the district’s request for an extension:*

*SAMPLE* [*N1*](http://www.doe.mass.edu/sped/iep/forms/english/n1.pdf)*:*

(1) The district is proposing that the IEP Team for [STUDENT] postpone the meeting date for the annual review until [anticipated date on which the meeting will occur].

(2) The district made multiple attempts to contact [STUDENT]’s parent/guardian to discuss postponement of the meeting date for the annual review. [Describe here multiple, varied attempts to communicate with parent, including dates of outreach and modes of communication.] Despite these attempts, the parent/guardian was not able to be reached.

(3) There were no rejected options.

(4) The district considered the known, unique needs of the family and student during the period of suspension of all in-person instruction and other educational operations due to the COVID-19 pandemic.

(5) There were no additional considerations.

(6) [STUDENT]’s annual review will be extended until [anticipated date on which the meeting will occur], at which point the IEP Team will convene. The district will continue to communicate regularly with the family as more information is available, and about any subsequent need for rescheduling should it arise.

*SAMPLE LETTER/EMAIL:*

Dear [parent/guardian],

As you know, your child was due for an annual review Team meeting on [DATE]. The district attempted to contact you multiple times to discuss postponement of the meeting, but we were unable to reach you. [Describe here multiple, varied attempts to communicate with parent/guardian, including dates of outreach and modes of communication.] The district understands the unique needs that your family and [STUDENT] are facing during this period of suspension of all in-person instruction and other educational operations due to the COVID-19 pandemic.  We will continue to attempt to contact you regarding [STUDENT]’s IEP and also discuss with you any subsequent need for rescheduling should it arise.

*If the school or district cannot hold the annual review Team meeting within the required timelines and the parent does not agree to an extension:*

*SAMPLE* [*N1*](http://www.doe.mass.edu/sped/iep/forms/english/n1.pdf)*:*

(1) The district is proposing that the IEP Team for [STUDENT] postpone the meeting date for the annual review until [anticipated date on which the meeting will occur].

(2) [DISTRICT STAFF MEMBER NAME and TITLE] and [parent/guardian] communicated via [telephone, email, text] on [DATE] regarding [STUDENT]’s upcoming annual review meeting. The parent/guardian did not agree to postpone the meeting date for the annual review meeting; however, the district is unable to hold the meeting because[ INSERT specific reasons that the district is unable to hold the annual review Team meeting].

(3) The parent rejected the district’s request to extend the timelines for the annual review of [STUDENT]. [INSERT parent’s stated reason for disagreeing with the district’s request to extend timelines.]

(4) The district considered the known, unique needs of the family and student during the period of suspension of all in-person instruction and other educational operations due to the COVID-19 pandemic.

(5) There were no additional considerations.

(6) The district is enclosing a copy of the *Parent’s Notice of Procedural Safeguards* (attached) which includes options for dispute resolution processes. [STUDENT]’s annual review is extended until [anticipated date on which the meeting will occur] at which point the IEP Team will convene. The district will continue to communicate regularly with the family as more information is available. The district and parent/guardian will communicate about any subsequent need for rescheduling.

*SAMPLE LETTER/EMAIL:*

Dear [parent/guardian],

As you know, your child was due for an annual review IEP Team meeting on [DATE]. As you stated in your [telephone, email, text] communication on [DATE], you are not in agreement with the proposal to postpone the annual review meeting because [INSERT parent/guardian’s stated reason for disagreeing with the district’s request to extend timelines]. We understand the unique needs that your family and [STUDENT] are facing during this period of suspension of all in-person instruction and other educational operations due to the COVID-19 pandemic; however we are unable to hold the annual review Team meeting because [INSERT specific reasons that the district is unable to hold the annual review meeting]. We will reschedule the annual review meeting [anticipated date on which the meeting will occur]. We have included a copy of the *Parent’s Notice of Procedural Safeguards*(attached) which includes options for dispute resolution processes. We will also discuss with you any subsequent need for rescheduling, if it may arise.

***Initial/Reevaluation - If the school or district cannot conduct all of the relevant assessments virtually, and the parent agrees to extend the timeline for completion of the evaluation:***

*SAMPLE* [*N1*](http://www.doe.mass.edu/sped/iep/forms/english/n1.pdf)*:*

(1) The district is proposing that [STUDENT]’s [initial evaluation/reevaluation] be postponed until [anticipated date on which the meeting will occur].

(2) [DISTRICT STAFF MEMBER and TITLE] and [parent/guardian] communicated via [telephone, email, text] on [DATE] to discuss [STUDENT]’s upcoming [initial evaluation/reevaluation]. The parent and district agreed that, at this time, they will postpone [STUDENT]’s [initial evaluation/reevaluation] until [anticipated date on which the meeting will occur].

(3) The district and parent discussed the possibility of completing parts of the assessment now and the remainder of the evaluations at a later date, but ultimately rejected this option. The reasons for this rejection are as follows:

* Any observations completed now would need to be done virtually in the student’s home. The district and parent agree that observations limited to the home would not give an accurate picture of the student’s educational performance and/or abilities.
* Given the unusual circumstances that all students and families are facing due to the COVID-19 pandemic, the district and parent agree that [STUDENT]’s assessment results during this time would not accurately reflect their strengths and/or areas of concern.
* The parent and district agreed that it would not be in [STUDENT]’s the best interest to complete the standardized assessments at this time as reliability and validity of assessment results for the student would be compromised.

(4) The district considered previous assessment data, current student performance, and the viability, practicality, and reliability of completing evaluations remotely for [STUDENT].

(5) The district and parent /guardian discussed the advantages and disadvantages of proceeding with the reevaluation now versus doing so when the student has had a chance to re-acclimate to the school environment and agreed that holding off until such time would give a more accurate picture of the student’s educational strengths and needs.

(6) The reevaluation will be completed [anticipated date on which the meeting will occur]. The district will continue to communicate regularly with the family as more information is available. The district and parent/guardian will communicate about any subsequent need for rescheduling.

*SAMPLE LETTER/EMAIL:*

Dear [parent/guardian],

We received signed consent to evaluate [STUDENT] on [DATE]. In our [telephone, email, text] communication on [DATE], we agreed to postpone assessments until [anticipated date on which the meeting will occur].  We understand the unique needs that your family and [STUDENT] are facing during this period of suspension of all in-person instruction and other educational operations due to the COVID-19 pandemic.  We will also discuss with you any subsequent need for rescheduling if it may arise.

***Initial Evaluation/Reevaluation - If the school or district cannot conduct all of the relevant assessments virtually, and the parent does not respond to the district’s request to extend the evaluation:***

*SAMPLE* [*N1*](http://www.doe.mass.edu/sped/iep/forms/english/n1.pdf)*:*

(1) The district is proposing that the following assessments be completed as part of [STUDENT[’s [initial evaluation/reevaluation]: [list portions of evaluation that can be completed]. The district is proposing that the following assessments be completed by [anticipated date that assessments will be completed]: [list portions of evaluation that will be completed at later date].

(2) The district received signed consent to evaluate [STUDENT] on [DATE]; however, it is the district’s position that it is not in [STUDENT]’s best interest to complete standardized assessments at this time because reliability and validity of assessment results would be compromised. The district made multiple attempts to contact [STUDENT]’s parent/guardian to discuss the evaluation. [Describe here the multiple, varied attempts to communicate with parent, including dates of outreach and modes of communication.]  Despite these attempts, the parent/guardian was not able to be reached. The district will proceed with portions of the evaluation that can be done reliably while adhering to current social distancing and public health requirements.

(3) There were no rejected options.

(4) The district considered previous assessment data, current student performance, and the viability, practicality, and reliability of completing evaluations remotely for [STUDENT].

(5) The district considered the known, unique needs of the family and student during the period of suspension of all in-person instruction and other educational operations.

(6) The district will continue to attempt to communicate regularly with the parent about the portions of the evaluation that can be completed and will schedule all in-person assessments (anticipated date that assessments will be completed). The district and parent/guardian will communicate about any subsequent need for rescheduling.

*SAMPLE LETTER/EMAIL*

Dear [parent/guardian],

We received signed consent to evaluate [STUDENT] on [DATE]. The district attempted to contact you multiple times to discuss postponement of the following assessments: [list assessments] but was unable to reach you. [Describe here multiple, varied attempts to communicate with parent/guardian, including dates of outreach and modes of communication.] We understand the unique needs that your family and [STUDENT] are facing during this period of suspension of all in-person instruction and other educational operations due to the COVID-19 pandemic. We will continue to attempt to contact you regarding [STUDENT]’s evaluation and reschedule the assessments (anticipated date that assessments will be completed]. We will also discuss with you any subsequent need for rescheduling if it may arise.

***Initial Evaluation/Reevaluation - If the school or district cannot conduct all of the relevant assessments virtually, and the parent does not agree to the district’s request to extend the evaluation timeline:***

*SAMPLE* [*N1*](http://www.doe.mass.edu/sped/iep/forms/english/n1.pdf)*:*

(1) The district is proposing that the following assessments be completed as part of [STUDENT]’s [initial evaluation/reevaluation]: [list portions of evaluation that can be completed]. The district is proposing that the following assessments be completed by [anticipated date that assessments will be completed]: [list portions of the evaluation that will be completed at later date].

(2) The district received signed consent to evaluate [STUDENT] on [DATE]; however, as a result of the suspension of all in-person instruction and other educational operations due to the COVID-19 pandemic, it is the district’s position that it is not be in [STUDENT]’s best interest to complete standardized assessments at this time, as reliability and validity of assessment results would be compromised. The district will proceed with portions of the evaluation that can be done reliably while adhering to current social distancing and public health requirements.

(3) [STUDENT]’s parent/guardian rejected the option to postpone the [initial evaluation/reevaluation] [INSERT more information if parent provided more rationale].

(4) The district considered previous assessment data, current student performance, and the viability, practicality, and reliability of completing evaluations remotely for [STUDENT].

(5) The district considered the known, unique needs of the family and student during the period of suspension of all in-person instruction and other educational operations.

(6) The district is enclosing a copy of the Parent’s Procedural Safeguards which include options for dispute resolution processes (attached). The district will continue to communicate regularly with the parent about the portions of the evaluation that can be completed and will schedule all in-person assessments (anticipated date that assessments will be completed). The district and parent/guardian will communicate about any subsequent need for rescheduling.

 *SAMPLE LETTER/EMAIL:*

Dear [parent/guardian],

We received signed consent to evaluate [STUDENT] on [DATE]. As you stated in your [telephone, email, text] communication on [DATE], you are not in agreement with the district’s proposal to postpone the annual review meeting due to [INSERT parent/guardian’s stated reason for disagreeing with the district’s request to extend timelines]. We understand the unique needs that your family and [STUDENT] are facing during this period of suspension of all in-person instruction and other educational operations due to the COVID-19 pandemic; however, it is the district’s position that it is not be in [STUDENT]’s best interest to complete standardized assessments at this time because reliability and validity of assessment results would be compromised by remote administration. The district will proceed with portions of the evaluation that can be done reliably while adhering to current social distancing and public health requirements. We will reschedule the assessments to [anticipated date that assessments will be completed]. We will also discuss with you any subsequent need for rescheduling if it may arise. We have included a copy of the *Parent’s Notice of Procedural Safeguards*(attached) that includes options for dispute resolution processes.