Checklist for COVID-19 Distance Learning Planning

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|  | Contact each parent & determine their preferred mode of daily parental / student contact   * Phone, Text, Email, Video Chat, Other... |
|  | Explain Contingency Plan for Distance Learning & Prior Written Notice that parents will receive   * PWN is giving parents information on what will happen in the event of a school closure * If the district goes into closure, parents will receive more detailed information |
|  | Add the following statement in the Accommodations/Modifications portion of IEP   * “On the date the district implements Distance Learning due to district closure for the COVID-19 Virus, the Contingency Plan for Distance Learning will go into effect until the district resumes onsite instruction.” |
|  | Complete a Contingency Plan for Distance Learning for each student with IEP Team Member input   * OT/PT, DAPE, Speech, VI, DHH, ASD, School Psychs, Regular Ed, Administrators |
|  | Complete a Prior Written Notice to communicate with parents that we are creating a Contingency Plan for Distance Learning |
|  | Finalize PWN |
|  | Mail Parents   1. Finalized PWN 2. Contingency Plan 3. Accommodation/Modifications page |
|  | Place a copy of all 3 documents in the Special Education File |
|  | Upload the Contingency Plan into Sped Forms History |
|  | **NOTE:** Distance Learning **will not** start until a district closes after March 30, 2020. |
|  | Use district documentation form for student attendance |
|  | Begin creating Distance Learning Lesson Guide |