

March 27, 2020

Dear parents and guardians,

We hope this letter finds you and your families safe and healthy. We know that the school closings due to COVID-19 have brought on unanticipated challenges and stressors. We appreciate your understanding as School District of Greenfield (“District”) staff work through these challenges to support your student in a different learning environment. If your student has a section 504 meeting scheduled, there is a 504 meeting that needs to be rescheduled, or if your student has an accommodation plan, please see below. This communication details guidance on holding virtual 504 evaluations or annual 504 meetings. It also includes information regarding the collaboration that will remain in place for your student if they currently have an accommodation plan.

-First, the District utilizes the same procedure to evaluate the needs of students under Section 504 as it does to evaluate the needs of students under the IDEA. Given this, if a 504 evaluation was in process or scheduled, but your student was not available for testing either because of an extended absence or because of the school closing, the District will extend the typical 60 day timeline in which we strive to complete 504 evaluations. This 60 day timeline will then be extended until 60 days after school has resumed. Your student’s 504 coordinator will communicate with you regarding this situation and the anticipated next steps.

-Second, while school is closed, we will conduct Section 504 meetings via Zoom conferencing or telephone conference calls. You may create a Zoom account for free. You can download the zoom application to your home computer by using the following link: <https://zoom.us/signup>, or download the app from the app store to your phone. The Zoom icon is blue and has a video camera in the center.

-Third, in instances where a 504 team has adequate data to proceed with either a 504 evaluation meeting or annual meeting, the 504 coordinator will contact you to either schedule a Zoom meeting or a telephone conference. The 504 coordinator will either send an electronic invitation for the meeting so that all team members can participate, or he/she will confirm the date/time of the phone conference. If a team member cannot participate, we will ask you, the parent/guardian, to consider allowing the meeting to proceed. We will document this absence.

-Forth, if your student currently has an accommodation plan, the 504 Coordinator will collaborate with your student’s teacher(s) to make sure that, during this school closure, they have equal access to the same educational opportunities as the general student population during these exceptional circumstances. This includes the provision of FAPE. Please keep in mind that the determination of how FAPE is to be provided may need to be different during this national emergency. In addition, please be assured that, during this school closure, District staff will work hard to provide your student, to the greatest extent possible, the accommodations he/she is provided under his/her current Section 504 accommodation plan

Given this national emergency we look forward to partnering with you to ensure student success with this new on-line instructional format. If you have additional questions, please reach out to your student’s Section 504 Coordinator at their school.

With Appreciation,

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