

March 27, 2020

Dear parents/guardians,

We hope this letter finds you and your family 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 an IEP meeting scheduled, or there is a meeting that needs to be rescheduled, please see below. This communication details guidance on holding virtual IEP evaluations or annual meetings, including the roles and expectations.

-First, if an IEP evaluation was in process or scheduled, but your child was not available for testing either because of an extended absence or because of the school closing, the District will note the evaluation timeline exception for these situations and extend the typical 60 day timeline. This 60 day timeline will then be extended until 60 days after school has resumed. Your student’s IEP case manager/special education teacher will communicate with you regarding this situation and the anticipated next steps.

-Second, while school is closed, we will conduct IEP team 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.

-In instances where an IEP team has adequate data to proceed with either an IEP evaluation meeting or annual IEP meeting, the IEP case manager will contact you to either schedule a Zoom IEP meeting or a telephone conference. The IEP case manager will either send an electronic invitation for the meeting so that all IEP team members can participate, or he/she will confirm the date/time of the phone conference. If an IEP team member cannot participate, we will ask you, the parent/guardian, to consider allowing the meeting to proceed without the IEP team member by signing an I-2 form to allow his/her absence. The IEP case manager can send this I-2 form to you electronically.

-It is expected that all IEP team members should, as usual, input a draft of all the pertinent data into the Evaluation or Annual IEP forms in Infinite Campus prior to the scheduled meeting.

-If using zoom, the case manager/teacher will be the host, lead the meeting, and will be able to share the screen with the draft evaluation/IEP.

-If you have new or additional information about your child, the case manager/teacher can add this to the document at the meeting.

-If using Zoom, less interference is noted if you mute your microphone unless, of course, you are speaking.

-If using Zoom, we ask that one person speak at a time so that all messages are heard.

-Given these unforeseen circumstances, District staff will do their best to communicate and work together to make your student’s IEP meeting run as smoothly as possible.

Please feel free to reach out to your student’s special education teacher/case manager if you have questions. We look forward to working with you and your family as we navigate this new format.

Sincerely,

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