



Northern Lights Special Education Cooperative

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Dear Special Education Case Managers and Staff,

As required by recent legislation in the State of Minnesota, school districts must collaborate with families of students with disabilities to address the impact on a student or child's access to a free and appropriate public education related to the COVID-19 pandemic. The legal requirement reads:

Subd. 2. Special education services and supports. (a) A school district or charter school that serves one or more students with disabilities must invite the parents of a student with a disability to a meeting of each individualized education program (IEP) team as soon as practicable but no later than December 1, 2021, to determine whether special education services and supports are necessary to address lack of progress on IEP goals or in the general education curriculum or loss of learning or skills due to disruptions related to the COVID-19

Students to think about who may need these meetings and additional services/supports:

- Students who were absent a significant amount of days (excused or unexcused) due to COVID. This could include students who were quarantined multiple times over the course of the year.
- Students who did not make sufficient progress on goals/objectives, and this wasn't addressed through ESY/Summer Programming.
- Students who did not successfully engage in Distance Learning (even if the family chose this option).

As you proceed, please keep in mind that students receiving special education services may well have made faster than anticipated progress due to NLSEC school districts having in-person classes the majority of the year.

Below are guidelines and steps to follow to ensure the Recovery Plan legal requirement is addressed for each student prior to December 1st, 2021.

1. Send home the Recovery Plan letter (template attached) to all families of students with disabilities aged B to 21, no later than Dec. 1, 2021. Consider leaving it as it's written and

sending a self-addressed, stamped envelope along with it for the family to easily indicate if they'd like a meeting or not. MDE has interpreted the law as inviting by Dec. 1, and holding the meeting as soon as practicably possible.

2. If you'd like help sending out letters and figuring which families want meetings, the NLSEC is happy to help with this-just let us know!
3. Check to see (with admin, etc.) if there is already a plan to offer additional special education services outside of the school day. If there isn't, look at what options are available for providing a burst of service or additional services during the 21-22 school year.
 - a. Options are:
 - i. General Education Recovery Services (must be discussed for all students)
 - ii. Revision of the IEP
 - iii. ESY 2022
 - iv. Compensatory Education
4. For students whose Annual IEP meeting is due prior to December 1, 2021, no special meeting is needed (unless a parent requests one sooner than the annual date), but indicate on the team meeting notice that one reason is for the team to discuss any needed recovery services. See attached sample IEP agenda for this.
5. If you're thinking about the possibility of moving up other annual IEP meetings before the Dec. 1st deadline, consider this will affect the annual due date each year going forward.

If Families <u>Request</u> an IEP Meeting to Discuss Recovery Services	
Steps to follow:	Documentation Needed:
<ol style="list-style-type: none"> 1. Pull the student's IEP team together. 2. Review the student's progress on goals and objectives over the last year. 3. Identify if additional services may be needed and how they can be provided. 	<ul style="list-style-type: none"> • On the IEP Meeting Notice, please indicate that one of the reasons for meeting was to address the student's recovery plan. There is a new SpEd forms dropdown for this. • If you make changes to the IEP due to recovery needs, please make an amendment to the IEP, adding RECOVERY SERVICE lines from the dropdowns in SpEd forms. • Tell the story in a Prior Written Notice to accompany amendment form. • If you do not make any changes, please state that in the PWN that the IEP team determined no additional special education services or supports were needed at this time.

If Families DO NOT want an IEP Meeting

Steps to follow:	Documentation Needed:
<ul style="list-style-type: none">• You may address the Recovery Plan with family members at open house nights.• You may address the Recovery Plan over the phone, email or letter.• You may still hold a meeting to discuss needs if the remaining members of the team see a need for recovery services	<ul style="list-style-type: none">• Enter the conversation of the Recovery Plan discussion in your communication log.