



April 13, 2020

Dear Parents:

The COVID-19 pandemic has forced public schools into a situation that we have never encountered before. As a parent of a student with a 504, I am sure you have many questions about how the current school closing will impact their 504 plan. I am sharing the following information with you to hopefully answer some of your questions.

Will I have my child's 504 meeting?

504 case managers have been instructed to proceed with scheduling and holding annual 504 meetings within timelines. The 504 meetings will be held via phone or Google Hangouts/Meet, a video conferencing option in which 504 team members can participate. Your child's case manager will be in contact to set up the meeting. Only annual or initial 504 meetings will be held. Meetings to revise 504 plans will take place when school reopens, unless parents request otherwise. Annual and initial 504s will be reasonably calculated as if schools are open.

Will my child's eligibility or re-evaluation process continue?

We will continue holding Eligibility meetings, via phone or Google Hangout/Meet. Testing will only occur with parent permission, availability of staff, and if school staff believe they will be able to get valid and reliable testing completed. School division staff will be in contact with you soon to discuss the best options for your child. Testing will resume on a larger scale when the Governor lifts the school closure. Our office will be asking parents to provide consent to extend the 65-day timeline so that the evaluations can be completed when school resumes.

How will signatures and consent be obtained for virtual meetings?

Parents will be asked to provide both verbal permission at the conclusion of the virtual meeting and written permission will be requested via email or text stating your agreement or disagreement with the IEP or with the eligibility determination. When schools reopen, we will make arrangements to get signatures on all documents. If you would like a copy of any documents before schools reopen, please let your team know and it will be sent to you via email (with your permission) or by mail.

Will my child receive their accommodations or modifications while school is closed?

504 case managers will make sure that students with 504 plans have the accommodations and modifications needed to access the learning opportunities provided by HCPS. 504 case managers will be contacting you to further discuss your child's needs during this time.

As always, we appreciate your support and cooperation. If you have questions or concerns about the learning opportunities please talk with your students case manager. If you have any specific questions that are not answered above, please feel free to email me at sthorpe@harrisonburg.k12.va.us.

Sincerely,

Sandi Thorpe
Director of Special Programs