

Good Afternoon Special Education Leaders,

The CSDE is providing the attached model templates as a tool to assist LEAs in documenting their efforts to: communicate with parents/guardians, record continued education opportunities for students with IEPs, and record the delivery of services for students with IEPs during statewide school closures. These templates are designed to be used only during the COVID-19 school closures, currently through May 20, 2020. The ever-changing nature of these circumstances will likely require subsequent guidance.

We have provided these templates in Microsoft Word and PDF formats for your convenience. You should revise as needed.

- Word Versions: will expand as text is added.
- PDF Versions: each text box will only accommodate two lines of text for visual and printing purposes.

If you have developed your own templates or electronic platform, it is recommended that you review them against the components included in those provided here. Your District will need to identify the most effective place to “house” each of these documents, to allow access by multiple staff members. With regard to each of the templates:

#### ***The Parent/Guardian Communication Record***

- Use to record engagement with parents/guardians around the ongoing development/revision of the Continued Education Opportunity Plan.
- Use for the purpose of both recording actual communication as well as attempts to contact parents/guardians (e.g., under notes: “left phone message,” “no answer,” “emailed/no reply”).
- While the “notes” column could be used for multiple purposes (e.g., outcomes, next steps), the District may choose to issue its own guidance about its use.

***The Continued Education Opportunity Plan (This plan does not replace the student’s IEP. It is a tool to document the district’s effort to implement the student’s current IEP to the greatest extent possible during COVID-19 school closures).***

- This plan should be based on a student’s most recent IEP.
- This plan should be shared with the parent.
  - The plan may require multiple pages, depending on the special education and related services being provided.
  - To the degree possible, it is recommended that a copy of the student’s schedule, inclusive of general education responsibilities, be included with the plan.

#### ***The Service Record***

- The template is intended for completion by each service provider.
- It is not intended to be duplicative of other service verification forms (e.g., Medicaid reimbursement, APSEP service verification)

The BSE further recommends the inclusion of the following points in communication with parents/guardians:

- During School Closures due to COVID-19, your child is entitled to receive supports and services documented within your child's IEP to the greatest extent possible consistent with the need to protect the health and safety of students and educators.
- In-person instruction and in-person evaluations are postponed until further notice due to current public health mandates.
- During school closures, all students are being provided continued educational opportunities and your child has the right to receive those same opportunities with accommodations and modifications as required.
- As a parent, we seek your input in the initial and ongoing development of your child's continued education opportunity plan.
- In recognition of the current health crisis, schedules will be flexible wherever and whenever possible, families are requested to let the District know about their own scheduling limitations.

Please do not hesitate to contact me if you have any questions.

Bryan

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