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April 23, 2020

Dear WPS Families,

As a result of Governor Baker's latest announcement earlier this week that schools in the Commonwealth will remain closed for the duration of the 2019/2020 school year due to the COVID-19 pandemic, we will now be hosting remote IEP and 504 Team meetings. To this end, you will be invited to participate in remote Team meetings through the video conferencing platform Zoom, as you are able and as is convenient.

Please know that in the event that your child's teacher/sped liaison is unable to attend the meeting, even in part, the expectation is that they will update your child's IEP goals/objectives and provide information on their current levels of performance. If the teacher is unable to attend the 504 meeting, they will provide updates to the 504 Liaison. These updates would be made directly in PowerSchool or in a document shared with the ETL or 504 Liaison.

In order to reasonably prioritize the meetings in order of critical need, we will schedule IEP and 504 meetings in this way:

First, we will schedule:

- IEP and 504 Meetings for students transitioning to a new school next year
 - PreK-K (Fort Meadow to Elementary)
 - 4th-5th (Elementary to WIS)
 - 6th-7th (WIS to WMS)
 - 8th-9th (WMS to High School)

Next, we would schedule:

- IEP Annuals that have expired as a result of the closure
- IEP Annuals that are expiring through June 2020
- 504 meetings that would have been held through June 2020

Finally, we would schedule:

- IEP Initials and IEP Re-evals that had ALL testing completed prior to the closure
- Review of outside IEP assessment reports that have been received during the closure
- IEP Annuals that will expire in September

Please reach out to your ETL or special education supervisor should you have questions regarding IEP meetings. Should you have questions regarding 504 meetings, please reach out to Susan Dargie, Director of Curriculum & Instruction. Thank you very much for your time, assistance and patience as we make our way through this unprecedented situation. Please stay healthy, be safe, and stay well.

Sincerely,

Dr. Martha von Mering