



WLWV Procedural Guidance During Supplemental Learning

*Note: If you conducted any meetings prior to school closure, please complete and submit paperwork for those meetings per typical district guidance.

*PWN stands for Prior Written Notice of Special Education Action.

K-12 Topic	Guidance
IEP Meetings	<ul style="list-style-type: none">● Reach out to family right away● Discuss whether the team has enough information to move forward with developing an IEP at this time. Listen and work to develop a collaborative decision.<ul style="list-style-type: none">○ If yes, schedule and hold the IEP meeting virtually as soon as practicable.<ul style="list-style-type: none">■ Include a PWN as to why the IEP was held at that time.■ Services can be written as starting from the date the IEP meeting was held.■ Clarify with parents that services will actually start on the date that school actually restarts.■ IEP team required members must attend.○ If no, write a PWN as to why the IEP was not held at this time.<ul style="list-style-type: none">■ Use PWN template language.■ Begin a list of these names of deferred IEP meetings.■ Communicate this with Student Services Admin Assistant.
Evaluation Process	<ul style="list-style-type: none">● No evaluations may be conducted during this time● It is a good time to write reports on evaluations that were conducted previous to the closure
Eligibility Meetings	<ul style="list-style-type: none">● Reach out to family right away for any pending eligibility meetings.● Share whether all necessary evaluation has been completed.● If yes, schedule and hold the eligibility meeting virtually as soon as practicable.<ul style="list-style-type: none">○ Include a PWN as to why the eligibility is being held at this time.○ Appropriate eligibility team members must attend.○ Ensure that meeting notes clearly signify whether each team member agrees.



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	<ul style="list-style-type: none"> ○ Eligibility form can then have members' names typed in (with “participated virtually”) next to their names on the signature section. ● If no, write a PWN as to why the eligibility meeting is being deferred. <ul style="list-style-type: none"> ○ Use PWN template language. ○ Begin a list of these names of deferred eligibility meetings. ○ Communicate this Student Services Admin Assistant.
ECSE-Kinder IEP Meetings	<ul style="list-style-type: none"> ● IEP meetings for incoming kindergarten students who receive ESCE services will be scheduled as usual. ● If school has not resumed by the time the meeting is scheduled, the meeting will proceed virtually. ● SPED ICs, Learning Specialists, and Related Service providers will collaborate to prepare for and hold the meetings virtually, and complete all paperwork in a timely manner.
Summary of Performance	<ul style="list-style-type: none"> ● The Summary of Performance forms must be completed for all students who are leaving services due to High School Graduation or aging out of services. ● Use the best information that you have to complete these forms in a timely manner.
Initial Evaluation Planning/Child Study	<ul style="list-style-type: none"> ● All of these meetings will be postponed until school resumes.
504 Meetings	<ul style="list-style-type: none"> ● All of these meetings will be postponed until school resumes.
Level Transition Meetings	<ul style="list-style-type: none"> ● ICs and schools will start with a staff to staff conversation -- particularly to assign case management and talk about overall planning ● Individual virtual meetings will be scheduled for all students served by special education and 504 plans with staff and parents, prioritizing students with most complex needs ● IC's will coordinate virtual meetings (sending case manager, receiving case manager and parent/student). ● We will start with 8-9 and ECSE-K transitions. Then we will do 5-6 and 12-ATS transitions