

Dear (parent)

We are all experiencing a very different and sometimes very difficult situation due to the COVID 19 virus. (name of child) is very important to all of us that work with (him/her). (name of child) was undergoing an evaluation process to help determine the need for special education services. Due to the current circumstances the 30 school day timeline will be exceeded.

(name of child) will have been away from a classroom setting for 5 months when (he/she) returns to school. In order to ensure that the initial evaluation is valid, the team will need the first 45 school days to help determine (child's name) level of learning, and other challenges (he/she) may be experiencing in the school environment.

During this time, please be assured that (name of child) will be supported and protected under IDEA and FAPE. (name of child) will receive supports and the requested evaluations needed to determine educational eligibility for special education services.

I have enclosed a document that indicates that you are aware of the evaluation plan and that you are agreeing to the plan.

If you have any questions, please call me or email me at: