

Dear Parents and Guardians,

I hope you and your family are doing well during these challenging times. This letter serves to update you on Special Education documentation procedures during the COVID19 closure. The Abington Public Schools is committed to honoring your rights to advance notice, documentation, and informed consent. A challenge presented by the COVID19 closure is that we have a limited ability to send documentation through the US Postal Service and receive any documentation you have mailed in a timely fashion. As such, for the duration of the COVID19 closure, we intend to email parents relevant documents that pertain to their child's Individualized Education Program (IEP). For example, we may email a Team meeting notice, Team meeting notes, your child's proposed IEP, narrative descriptions of the school's proposal (N1 letters), and progress reports, among other documents. **If you would prefer that we do not send information related to your child's IEP through email, we respect your decision and we just request that you let your child's IEP Team Chairperson know.** If this is your preference, we will distribute all relevant documents when typical office operations resume. Additionally, if you currently have an IEP that you have not responded to, or you receive a proposed IEP during the closure, we will accept email responses directed to your child's IEP Team Chairperson. If you have any additional questions regarding Special Education during the closure, please reach out to your child's IEP Team Chairperson or the Director of Student Services, James Robbins (jamesrobbins@abingtonps.org). Thank you.

James Robbins
Director of Student Services