



March 18, 2020

Dear Parents and Guardians of Students with Special Needs,

As a district, we are committed to continuing communication with our families during this unprecedented time. We have created an opportunity for you to speak with your IEP (Individual Education Plan) Case Manager or Special Education Department Chair, as well as holding essential IEP meetings using technology.

If you have an upcoming IEP meeting for your child, your child's Case Manager/Department Chair will contact you via phone and/or email. Our staff is working from home 9:00 a.m. and 2:00 p.m., Monday - Friday. **Please note: The phone number will be identified from another location/state through Google Service, not a Springfield District 186 phone number.** Parent/Guardian will be required to give verbal permission for the virtual/telephone meeting to occur. It is important to note that meetings related to IDEA timelines will take priority during the school closure. Other meetings, which do not have legal timelines, will be rescheduled for after school resumes.

If you choose to have a virtual or telephone IEP meeting, your IEP Case Manager/Department Chair will provide you with instructions of how to join your child's meeting. At this time, we do not have the ability to send copies of IEP paperwork; you will receive a copy when our offices and schools reopen.

If you need to contact your student's IEP Case Manager, Special Education Department Chair or Student Support Services Administrator/Supervisor during the school closure, please email them and provide a phone number where you can be reached.

Our collaboration with families and students is essential to supporting our students during this unprecedented time. We look forward to continuing our work with you to support your child.

Sincerely,

Margaret T. Thurman

Margaret T. Thurman
Director of Student Support Services