

HCPSS Department of Special Education

IEP Service Determination: Timeline for Parents

This timeline includes information about the responsibilities of special education staff and some things parents should expect and consider during the first few weeks of the 2020-21 school year.

Target Dates	Special Education Staff will...	Parents may...
8/31-9/4	<ul style="list-style-type: none"> ▪ Attend required trainings ▪ Review students' special education services and needs (IEPs) with general educators 	<ul style="list-style-type: none"> ▪ Practice habits for positive thinking and routines for self-care ▪ Review the virtual school schedule and other information on the HCPSS website ▪ Set up learning or study spaces for child with school supplies
<p>Week 1 9/7 - 9/11</p> <p>Schedules this week will be slightly different than schedules for the weeks ahead</p>	<ul style="list-style-type: none"> ▪ Make initial "welcome back" contacts with families during the first week of school ▪ Share information on the <i>Alternative Service Delivery Model (ASDM)</i> form — the proposed plan for implementing your student's IEP during virtual school. <ul style="list-style-type: none"> ○ Note: Students with IFSPs <i>may</i> still have <i>Individualized Continuity of Learning (ICOL)</i> plans as we transition through documentation processes ▪ Work within general education classrooms to get to know students and co-facilitate building classroom community to include all students ▪ Join general education sessions to observe and work with students on caseload to learn more important information about students' strengths and needs in virtual schedule (includes related service providers, support teachers and paraprofessionals) ▪ Begin to determine best approaches for service delivery for each student based on IEP and classroom visits 	<ul style="list-style-type: none"> ▪ Monitor email and/or expect a call during school hours from staff during this first week. Calls may show up as "No Caller ID" or "Private" or "Restricted" ▪ Expect a focus on social emotional learning and "Getting to Know You" lessons and activities ▪ Ask your child to share one thing they enjoyed this week ▪ Write down the contact information for your child's case manager and the names of other adults who will be working with them during the virtual schedule ▪ Set up a system to organize your child's schedules, Google Meet codes, folders, etc.
<p>Week 2 9/14 - 9/18</p> <p>Schedules will be more consistent with the weeks ahead</p>	<ul style="list-style-type: none"> ▪ Draft parent letters with ASDM proposals for students' special education services in virtual school ▪ Begin to share plans with families ▪ Begin to schedule IEP meetings and parent conferences 	<ul style="list-style-type: none"> ▪ Expect structured lessons this week ▪ Think about: What are the specific learning expectations for my student in this virtual setting? How will my student's special needs

		<p>and accommodations be considered in virtual school? How will related services be delivered?</p> <ul style="list-style-type: none"> Observe how your child interacts during these structured lessons and write down things you notice: Are they paying attention? Are they engaged in instruction or wandering around the room? Do they need tools to assist in virtual schooling?
<p>Week 3 9/21 - 9/25</p>	<ul style="list-style-type: none"> Continue contact with parents to address questions, etc. Begin holding conferences and/or IEP team meetings 	<ul style="list-style-type: none"> Formulate a list of questions and notes about the proposed ASDM plan to ask during a conference/ IEP meeting: What have you observed so far? Are there any new behavioral, social/emotional, academic, or transition needs not addressed on the ASDM?
<p>Week 4 9/28 - 10/2</p>	<ul style="list-style-type: none"> Ensure all parents have either: <ul style="list-style-type: none"> received initial contact and notice of when the conference IEP team meeting will be; or participated in a conference IEP team meeting; or confirmed they know what to expect as next steps for implementing their child's IEP 	<ul style="list-style-type: none"> Be fully aware of how services will be delivered for your child Reach out to the case manager immediately if you have not been contacted and/or a requested conference IEP meeting has not been scheduled Contact school administrators with questions or concerns as necessary Seek other supports, such as those listed below if needed

For specific concerns or need to speak to someone about educational rights and resources, please contact:

The HCPSS Family Support & Resource Center FSRC@hcpss.org
The Parents' Place of Maryland <https://www.ppmmd.org/contact/>
Howard County Autism Society info@howard-autism.org
HCPSS Special Education Citizens' Advisory Committee secacchair@gmail.com



Flyer provided for parents in collaboration with the SECAC and HCAS.
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