



Office of Director of Special Services

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March 16, 2020

Dear Parents/Guardians of Students with Disabilities,

Beginning on Tuesday, March 17th, all Menasha school buildings will be closed and no students will report to school. The staff will be reporting on Tuesday and Wednesday, March 17th and March 18th to plan for the delivery of virtual learning experiences.

Special Education Teachers and/or therapists will be contacting you to discuss your child's Individual Education Plan (IEP). On Monday, March 16, 2020, the Wisconsin Department of Public Instruction in a joint communication with Governor Tony Evers stated, "If a school provides services through virtual learning, the school should make all reasonable efforts to provide students with disabilities equal access to the same opportunities, and, **to the greatest extent possible**, special education and related services".

What communication can you expect during this time regarding your child's IEP services?

- Special education staff and/or therapists will reach out to you to discuss how your child's learning will be supported, and how IEP services may be affected and/or provided virtually.
- Your student's case manager will contact you to set up a school closure communication plan.
- In the event your child's IEP is expiring during or shortly after the designated school closure, the case manager will contact you to discuss options for holding the meeting virtually or via teleconference.
- In some unique circumstances, you may be contacted by your school psychologist to discuss individual student evaluations. These evaluations would be voluntary and available only if we are allowed to continue to work in the school buildings.
- If assessment data is complete, initial evaluations and re-evaluations may be held virtually or via teleconference.
- If assessment data is not complete, you will be asked to agree to an extension so that we can complete an appropriate and comprehensive evaluation once school has resumed.
- If you have concerns after being contacted by your child's school special education staff, please contact Marci Thiry, Director of Special Services, 920-967-1429, thirym@mjsd.k12.wi.us. This is new for all of us and we desire to work with you to problem-solve together.

We are dedicated to serving you and your child. This is uncharted territory for all of us. Please know we desire to offer the best services we can while providing safety for your child, your family, and our staff. Please don't hesitate to reach out if you have any concerns.

Sincerely,

Marci Thiry
Director of Special Services