

Dear Parents,

We wanted to reach out and provide some special education guidance for you during this challenging time. Please know it is our commitment to provide our students with their IEP services during the time that schools are providing Remote Learning to all students, beginning March 17, 2020.

We will be offering all students on IEPs, Grades PK-4, the ability to check out iPads, so that they may engage with their special education teachers and providers. All other students (Grades 5-12) have individual iPads already checked out to them.

**Check-Out Procedures (Grades PK-4):**

1. iPads for students with special needs, grades PK-4 will be available for checkout in the SILC Building, behind the Manitou Springs High School, in the Ute Pass BOCES office from 9 am – 4 pm this week. March 17 – 20, 2020.
2. A parent or guardian must show a form of ID and complete the iPad Agreement. An iPad will be checked out to them for use during the school closure period.
3. When school is back in session, the iPads will need to be returned to the school.
4. The Universal Password to access the iPad is **1234**
5. Instructions for Remote Learning can be found on the district website: [www.mssd14.org](http://www.mssd14.org)

**Service Provision:**

- The district will be offering special education and related services, according to the student's IEPs, for the duration of the Remote Learning
- Your student's case manager and any other providers (Speech Language Pathologists, Social Workers, Occupational/Physical Therapists) will be in contact with you to schedule service times.
- In some circumstances, it may not be appropriate to provide special education services in a Remote Learning format. If that may be the case for your child, the Case Manager will contact you to schedule an IEP Amendment meeting to determine this, and discuss options for Compensatory Services in the future once school is back in session.

**IEP Meetings:**

- We intend to hold IEP meetings remotely, through Google Hangouts or by phone as scheduled, prior to their due dates.
- Case Managers will contact you through email and/or phone calls to schedule meetings.
- They will send you a Notice of Meeting via email or mail of the meeting along with a calendar invitation. This invitation will include the video and phone conferencing links through Google Hangouts, with directions for joining the meeting.

Please feel free to contact our Special Education Offices for more information. Stay Safe!

Sincerely,

Marcy Palmer, Ute Pass BOCES Director