

Special Education 4-Day Modification Process

Can all minutes be met within a 4-day learning environment (M-Th)?

Relevant school IEP team members review service pattern. Team discussions should include; integration of services into other content area, increasing SDI daily instruction time, adding time to existing group, etc.

Yes

No

Case Manager contacts the parent via phone (document in Goalview contact log) and notes frequency of service minutes in the Amendment Summary Box in Goalview to reflect weekly or monthly (as necessary).

Case Manager contacts parent via phone using the following script to discuss new service pattern options.
Due to COVID-19, the Canyons District Board of Education made the decision to move to a 4-day learning schedule beginning October 5, 2020. As a result, the 2020-2021 educational hours are reduced therefore, the team has considered the amount of service minutes necessary to address Specially Designed Instruction and propose the following modifications:
 (Share proposed modifications) **This will be effective until a 5 day learning schedule resumes as determined by the Canyons Board of Education**

Do not make changes to the service page

Save and finalize modified IEP
 Print Goalview Student Information Page

- Send a copy home
- Place a copy in the file

Do Parents Agree?

Yes

No

Document the following COVID-19 statement in the Amendment Summary Box in Goalview (do not make changes to the service page):
"Due to COVID-19, the Canyons District Board of Education made the decision to move to a 4-day learning schedule beginning October 5, 2020. As a result, the 2020-2021 educational hours are reduced therefore, the IEP team has considered the amount of service minutes necessary to address Specially Designed Instruction. On (date) parents of (student name) agreed to modify the student's service pattern. This will be effective until a 5 day learning schedule resumes as determined by the Canyons Board of Education."

Document weekly/monthly special education & Related Services minutes in the Amendment Summary Box in Goalview (i.e., Reading, Math, Speech & Language, Occupational Therapy). Do not make changes to the service page.
 *This will be effective until 5 day learning schedule resumes as determined by the Canyons Board of Education.

Case manager schedules an IEP team meeting

Create notice of Meeting and send to all IEP team members

Do not make changes to the service page

Save and finalize modified IEP
 Print Goalview Student Information Page

- Send a copy home
- Place a copy in the file
- (If Necessary) Complete and submit SCRAM

Further consider modifications and priority decisions based on 4-day instructional week and create a DLP (for online pivot)