



## Oregon Department of Education

### At-a-Glance Suggested Procedures for 25-35 Calendar Day Follow-Up Meeting to Abbreviated School Day Placement

#### Prior to Meeting

##### District Sends \*Written Statement Informing the Parent of:

- Student's right to same number of hours of instruction/educational services as same grade in resident district.
- Prohibition of district to unilaterally place student on abbreviated school day program.
- Right to withdraw consent for abbreviated day placement and request IEP meeting.

\* ODE has a sample form titled *Notice of Required Information Prior to Required Meetings to Review Placement on an Abbreviated School Day Program* that districts have the option to use. It is recommended this statement/form be sent home alongside a meeting invitation that is sent early enough to ensure the parent or foster parent is afforded the opportunity to meaningfully participate in the meeting.

For more complete information, please see Oregon Department of Education's full *SB 819 Implementation Guidance document*.

#### During the Meeting

IEP or 504 Team convenes meeting.

District documents parent receipt of rights under SB 819, reviews these rights and reminds parent or foster parent that these rights all apply to their child who is currently placed on an abbreviated school day program.

IEP Team reviews student's current progress on abbreviated day school program.

IEP Team considers at least one reasonable alternative placement that includes appropriate supports for the student that could enable the student to have meaningful access to the same number of hours of instruction and educational services that are provided to the majority of other students who are in the same grade within the student's resident school district.

Does the IEP or 504 team recommend continuing abbreviated school day placement?

If NO, or parent consent is not obtained, IEP or 504 team develops IEP or 504 Plan that enables meaningful access and returns the student to full-time placement within five school days after making decision.

District completes Prior Written Notice summarizing decisions and changes to be made to student's program.

If YES, consider whether number of hours of instruction and educational services should be increased.

IEP or 504 team fully discusses provisions of abbreviated school day program with parent or foster parent and ensures summary of related documentation is included in *Information to Consider About Possible Continued Placement on an Abbreviated School Day Program* form and in student's IEP/504 plan as applicable.

#### After the Meeting

Ensure that a follow-up meeting to review the placement is held within 30 calendar days or consistent with another schedule for which they have written consent from the parent or foster parent and that meets the requirements of SB 819.

District provides Prior Written Notice documenting the proposal and District obtains parent or foster parent's informed and written consent for placement on an abbreviated school day program.

District updates the IEP or 504 Plan. Updates must include:

- An update of reasons the student was placed on abbreviated school day program; and
- A detailed description of other reasonable options that were considered and documentation of why each option considered was not implemented.

District works with the parent or foster parent to determine the appropriate timeline for the next meeting.