

### **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 the same number of hours of instruction/educational services as the students in the same grade in their resident district.
- Prohibition of the district to unilaterally place the student on abbreviated day program.
- Right to withdraw consent for an Abbreviated School Day Program 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 information, please see
Oregon Department of Education's
Abbreviated School Day Programs FAQ
document.

= IEP Students Only

#### **During the Meeting**

#### IEP or 504 Team convenes meeting.

District documents parent receipt of rights under Abbreviated School Day Programs, 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 or 504 Team reviews student's current progress on an Abbreviated School Day Program

IEP or 504 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 Program 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, District obtains parent or foster parent's informed and written consent for continued placement on an Abbreviated School Day Program.

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.

#### **After the Meeting**

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

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

- Reasons the student was placed on Abbreviated School Day Program;
- A detailed description of other reasonable options that were considered; and
- Documentation of why each option considered was not implemented.

District discusses and documents steps school or program will provide to help return student to a full school day program.

District provides Prior Written Notice to parent or foster parent documenting action(s) to be taken.

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