



Oregon Department of Education

At-a-Glance Suggested Procedures for 30-Calendar Day Meeting for Regular Review of Placement on an Abbreviated School Day Program

Prior to Meeting

District sends meeting invitation to review continued placement on an Abbreviated School Day Program in sufficient time so meeting is held within 30 calendar days of prior meeting or consistent with another schedule for which written consent has been obtained from the parent or foster parent that meets requirements of Abbreviated School Day Programs (ASDP).

District Sends *Written Statement Informing the Parent of:

- A student's right to the same number of hours of instruction/educational services as same grade peers in their resident district.
- Prohibition of school district to unilaterally place student on an Abbreviated School Day Program.
- Right to withdraw consent for an Abbreviated School Day Program placement and request IEP meeting.

* ODE has provided a sample form titled *Notice of Required Information Prior to Required Meetings to Review Placement on an Abbreviated School Day Program* that districts can use for this purpose.

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

For more information, please see Oregon Department of Education's full *Abbreviated School Day Program FAQ* document.

During the Meeting

IEP or 504 Team convenes meeting.

IEP or 504 Team **reviews** the *Notice of Required Information Prior to Required Meetings to Review Placement on an Abbreviated School Day Program* components and reminds parent or foster parent that these rights apply to their child who is currently placed on an Abbreviated School Day Program. Parent or foster parent can revoke consent and school district must **ensure meaningful access to full school day program**. District **obtains signed acknowledgement** that parent or foster parent received document information.

IEP or 504 Team reviews student's progress on goals and progress in the general education curriculum.

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 the 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 to the same number of hours of instruction and educational services as the majority of other students in the same grade within the resident school district and returns the student to full-time placement within five school days after making decision.

If YES, district obtains parent or foster parent's informed and written consent for continued placement on Abbreviated School Day Program.

IEP or 504 team discusses provisions of Abbreviated School Day Program with parent or foster parent and ensures summary of discussion is included in *Information to Consider About Possible Continued Placement on an Abbreviated School Day Program* form.

After the Meeting

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

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

- Reasons the student continues to be 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 documenting action(s) to be taken.

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

 = IEP Students Only