



## Oregon Department of Education

### At-a-Glance Suggested Meeting Procedures for Initial Meeting to Consider Placement on an Abbreviated School Day Program (ASDP)

#### Prior to Meeting

District documents efforts to maintain the student in a full day program.

Meeting invitation is provided with sufficient advance notice for the student's parent or foster parent to physically attend and meaningfully participate in a meeting of the IEP or 504 Team at which time the Abbreviated School Day Program placement will be discussed.

#### During the Meeting

**IEP or 504 Team convenes meeting.**

Before discussing the possibility of placing the student on an ASDP, district must:

- Review required information about ASDP with parent or foster parent;
- Explain rights of all children on ASDP, not focusing on the target individual student (avoid predetermination);
- Obtain a **signed acknowledgement** from parent or foster parent confirming they have received this information.

IEP or 504 Team discusses student's educational program and any appropriate revisions to IEP or 504 plan. If ASDP is recommended, the team should:

- Discuss and complete *Information to Consider About Possible Initial Abbreviated School Day Program Placement*;
- Update student's IEP or 504 plan, as applicable;
- Discuss information in the form, the IEP/504 plan and any other student or family circumstances relevant to the placement discussion;
- Review exclusionary reasons and ensure any recommended placement would not be due to those factors;
- Determine whether to recommend Abbreviated School Day Program based on the child's needs as discussed above and not due to any of the prohibited reasons.

IEP or 504 Team discusses and documents specific provisions of Abbreviated School Day Program summary form and in student's IEP or 504 plan as applicable.

District provides written notice documenting consent or refusal and seeks parent's informed and written consent for placement on Abbreviated School Day Program. For students with IEP's, requirement for written notice may be able to be met by meeting requirements for Prior Written Notice under IDEA.

- If the parent or foster parent provides informed and written consent, the school district **can implement the Abbreviated School Day Program**.
- If the parent or foster parent **denies consent**, the IEP or 504 Team must develop an 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 who are in the same grade within the resident school district.

#### After the Meeting

Report status of all students on an Abbreviated School Day Program to ODE via ASDP data collection application.

Conduct an IEP team meeting no fewer than 25 and no more than 35 calendar days after the initial placement on an Abbreviated School Day Program.

#### Exclusionary Factors include lack of:

- (i) Licensed or classified staff;
- (ii) Availability of training;
- (iii) Accessible facilities; and
- (iv) Related services, including nursing services and transportation services.

#### ASDP Summary Requirements:

- ☐ How the program will be designed to support the student's return to a full-day program
- ☐ How the program will be designed to make progress toward the student's IEP goals and progress in the curriculum
- ☐ Number of hours of instruction and educational services to be provided to the student on the abbreviated school day program
- ☐ How progress toward IEP goals and general curriculum will be measured, and
- ☐ Date the student is expected to return to full-day program

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