OREGON DEPARTMENT OF EDUCATION

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A Walk-Though of Forms Needed for Abbreviated School Day Programs (ASDP) Meetings

PRIOR
to the Initial Meeting

1
Before any discussion of ASDP, parents must receive their ASDP parental rights and document they received those rights.
Form: ***Parent Acknowledgement of Rights Prior to Discussion of Possible Abbreviated School Day Program***

DURING
the **Initial** Meeting

2
The team must document discussion and considerations when determining if a student is to be placed on an ASDP.
Form: ***Required Review of Information to Determine if ASDP is Appropriate***

3
Parent must give consent prior to placement on an ASDP.
Form: ***Informed and Written Consent for Initial Placement on an Abbreviated School Day Program***

Update student's IEP or 504 Plan as appropriate and complete Prior Written Notice (IEP students) summarizing such changes.

DURING
a Follow Up Meeting

4
Before any follow-up meeting, parents must receive their ASDP parental rights and acknowledge they received those rights.
Form: ***Parent Acknowledgement of Rights Prior to Reviewing Continued Placement on an Abbreviated School Day Program***

5
The team must once again document considerations and consent when if a student is to continue on an ASDP.
Form: ***Required Review of Information and Consent for Continuation of an Abbreviated School Day Program***

6
After 25-35 day follow-up meeting, parent can extend 30-day ASDP follow-up meeting timeline.
Form: ***Informed and Written Consent for Extending ASDP Meeting Timeline***

ADDITIONAL OPTIONAL FORMS

7
Superintendent Review must occur 90 days after initial placement.
Form: Superintendent Review of Placement on ASDP

8
Parents can give permission for extending the timeline for their student to return to full-time instruction after prior revocation.
Form: Informed and Written Consent for Extending Abbreviated School Day Program Meeting Timeline