

Dear Parent/Guardian,

As you are aware, WCPSS is providing instruction for students online. It is the expectation that IEPs are implemented as written during times of online instruction or that the IEP team meets to determine how a student's needs will be met during online instruction, if the IEP cannot be implemented as written.

Upon review of your child's IEP, it has been determined that the IEP can be implemented as written. This includes but is not limited to annual goals, accommodations/modifications, and services.

I will be meeting with **insert student name here** according to the following schedule to provide the services listed on the IEP:

Service from IEP	Day	Time
Sample: Math	Monday and Thursday	2:00- 2:20
Sample: Social skills	Monday – Friday	11:35 – 11:50

Additional Important Information:

Please feel free to contact me if you have any questions or concerns. The best way to reach me is **(put your contact information here)**

Sincerely,

**Case manager/Teacher name here**