

**Sample e-mail message requesting special education services during
COVID-19 school closures**

School districts are required to provide some special education services while schools are closed. Services will look different from what is in your child's IEP. Services are still important so that your child can continue to learn while schools are closed.

You can use this sample e-mail to contact your child's teacher or other member of your child's special education team if they have not contacted you yet about special education services.

- Add or change anything you want to the e-mail message.
- You can add to the e-mail and tell the school if you have specific concerns (for example, communication, behavior, reading, anxiety).
- Copy and paste the below message into an email or an app message if your child's teacher uses an app to communicate with you about your child.
- It is important to remind the district that if you need information in a language other than English.

Contact MAC's Helpline at 617-357-8431 if you have any questions.

Message to school:

Subject: Special education services for my child during school closure

I hope that you and your family are healthy and safe during this difficult time. I understand that you all are very busy planning and preparing new ways to teach all students.

As you know, my child _____ has an IEP. Since schools are closed, I am concerned that my child will lose skills without special education services.

I am writing to request that you develop and send me a "Remote Learning Plan" for my child to receive special education services during this period of school closure, as recommended by the state Department of Elementary and Secondary Education. It is important for me to understand the special education instruction and services the district plans to provide remotely to address my child's IEP needs. I also need to understand how materials will be adapted and what support will be provided so that my child can learn remotely. A schedule for working directly with teachers and service providers is also very important.

Thank you for all you and the staff are doing to meet my child's needs, while caring for your own family members.

Thank you.