

Requesting In-Person Special Education Services for the Fall 2020-2021 School Year During COVID-19: Sample Message to the School

For the 2020-2021 school year, students must receive **all IEP services** through in-person instruction, remote instruction, or a combination of both. The state has told school districts that In-person instruction, provided safely consistent with health requirements should be prioritized for: **preschool-aged students with disabilities** and for **students with significant and complex needs***

***Students with significant and complex needs (high needs) include the students listed in examples below. In your email, use whatever applies to your child:**

- My child is identified as “high needs” through the IEP process on the IEP form entitled “[Primary Disability/Level of Need-PL3.](#)”
- Students who cannot engage in remote learning due to their disability-related needs
- My child uses alternative and augmentative communication (AAC).
- Students in foster care or congregate care
- Our family is homeless.
- My child is an English Learner and has a disability.

You can use one of these sample e-mails to contact your child’s team leader, special education director, teacher, or other member of your child’s special education team if you believe that your child needs in-person instruction. Some students with disabilities may require full-time or just some in-person special education services. Below are three sample emails for students with different in-person instruction needs.

Instructions

- Choose the sample email below that fits your child’s needs for in-person instruction and services.
- Add or change anything you want to the below e-mail message.
- Add to the e-mail to tell the school your specific concerns, for example, if your child is in preschool or describe your child’s significant and complex needs* that make remote learning ineffective.
- Copy and paste the message (with your changes) into an email or message to the school contact person
- It is important to remind the district if you need information in a language other than English.

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

Sample e-mail message requesting IN-PERSON services if your child has significant and complex needs

Subject: In-person services

I appreciate what you and others have been doing to try to help my child continue to learn during these challenging times.

As you know my child, **[CHILD NAME]**, has an IEP.

My child requires **in-person** instruction and services. My child has significant and complex needs and is not able to access instruction and services through remote learning.

Please contact me as soon as possible to discuss my child's specific needs for in-person services.

Thank you again for all you and the staff are doing to meet my child's needs.

Sample e-mail message requesting in-person services if your child is a preschooler

Subject: In-person services for my preschool child

I appreciate what you and others have been doing to try to help my child continue to learn during these challenging times.

As you know my child, **[CHILD NAME]**, has an IEP.

My child is in preschool and requires **in-person** instruction and services.

Please contact me as soon as possible to discuss my child's specific needs for in-person services.

Thank you again for all you and the staff are doing to meet my child's needs.