

Plainfield Community Consolidated School District 202



We prepare learners for the future.

Student Services Department

Administration Center
15732 Howard Street
Plainfield, IL 60544

(815) 577-4023 – telephone
(815) 436-3000 – main fax

September 3, 2019

Dear Parent/Guardian,

We hope you and your child are having a great start to the 2019-20 school year! You are receiving this letter because your child currently has an Individualized Education Plan (IEP). **This letter has been updated to reflect recent changes in the law.**

When an IEP is written, the IEP team determines the amount of time the student requires additional support in order to meet his/her IEP goals and access the educational environment. The general rule is that when a staff member is absent from work, instructional and related service minutes are made up for children who are affected. However, when a student is absent or otherwise not available, instructional and related service minutes are not made up. Instructional and related service minutes written in a student's IEP are projected to be delivered on days that school is in session and the student is in attendance and available for instruction. School personnel schedule minutes of delivery to students in a carefully orchestrated manner that attempts to minimize disruption to the school day. Logically, if the week is shortened and IEP minutes are reflected as weekly, the student's minutes would be reduced for that week. In these situations, minutes are not able to be made up or otherwise rescheduled.

A student's availability for instruction can also impact the IEP team's ability to provide IEP minutes. Factors that can cause a student to be unavailable for instruction include student absence, parties, classroom celebrations, field trips, school wide events and assemblies, etc. IEP services, other than those required to support the student during these school wide events, cannot be provided during these events due to scheduling needs, availability of students, etc. Therefore, if your child is scheduled to receive IEP services during a time when a school wide event is taking place, your child will not receive their IEP services on the date of the specific event. These minutes will generally not be made up or rescheduled.

All related service providers maintain a service log that documents when a student receives his/her IEP minutes. This log also documents when the student is absent, misses due to a school wide event, or when the related service provider is absent. Parents/guardians can receive a copy of the related service log at any time. The logs will also be available for parents/guardians to view at IEP meetings. Parents/guardians should contact their child's case manager or the related service provider to request a copy of service logs.

If you have any questions or concerns, please do not hesitate to contact a building administrator.

Sincerely,

Student Services