



School Closure

Contingency Plan Checklist

In the event that a school closes due to unforeseen safety concerns (like a natural disaster or disease outbreak), a Free Appropriate Public Education (FAPE) must be provided to the greatest extent possible, so that students with disabilities can participate in distance learning during a school closure.

☐ STEP 1



Have an IEP Meeting

Your child's IEP team includes parent(s)/guardian(s), a special education and general education teacher, school administrator and related service staff (OT, PT, ABA, etc.). If someone from your team needs to be absent, consider rescheduling the meeting; otherwise you will need to excuse them in writing.

Review Each IEP Goal

Discuss each goal and objective and determine how they will be implemented via distance learning. Who will implement each goal/objective? How often will they be implemented? How will progress be monitored? If goals and objectives cannot be implemented, how will your child be supported?



STEP 2 ☐

☐ STEP 3



Review All Services in the IEP

Discuss how specially designed instruction and/or related services will be provided to your child. Who will provide the needed service and how often will it happen? Use a separate Telepractice Worksheet to see if your child can or should receive their related services virtually.

Review Accommodations and Modifications in the IEP

Can the accommodations and modifications listed in the IEP be provided to your child? How will that happen? When or in what situations will they be provided? Are there any additional accommodations/modifications needed to support access to distance learning?



STEP 4 ☐

☐ STEP 5



Identify Any Barriers

Are there things that will keep your child from accessing their education through distance learning? Barriers could include academic, behavioral or environmental factors. What accommodations and modifications be used to address these barriers? Include any supports you will need as the parent or guardian to support your child.

