RETURN TO SCHOOL
STEP 1 - SCHOOL PLAN WORKSHEET

WHAT IS MY TASK IN THE PROCESS?

Get a copy of your school district's back to school plan for all students.
Tip - Find the plan on the school website or by contacting your child’s school

GATHER INFORMATION

Is there a choice of virtual or in-person learning? If yes, what are the deadlines? ___________________________
How often can I change from one to the other? ___________________________________________________________
Are there special exceptions for students with IEP’s or 504’s? _________________________________________
Are the needs of students with IEP’s and 504 plans addressed in the back to school plan? _________________
If there is a mandatory change to virtual learning, how quickly will I be notified? ___________________________

PREPARE - Important to ask or consider

• Who is my direct contact and best way to communicate with them quickly?
• How will each service in my child’s IEP be delivered?
• For virtual learning, what training, equipment and technology will be provided to support my child’s learning?
• What can we do to prepare my child for a smooth transition? (meet teachers, tour school prior to first day, visual schedule, virtual “get to know you” meeting)
• What attendance, data or reporting will I be required to do?
• If your child uses specific supplementary aides or services at school (like a sensory vest, screen reader, communication device, etc...) ask for those to be provided for virtual learning at home.

TIP: The Individuals with Disabilities Education Act (IDEA) did not change. You can still request an IEP meeting to discuss your child’s goals and services.

TAKE ACTION - Next steps

1. ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

2. ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

3. ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

4. ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

5. ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

TIP: On the back of this worksheet, keep a log of contacts: date, who you talked to and what was discussed.

RESOURCES - To help you make decisions

• ALL ABOUT ME Booklet - A tool to share information about your child and their needs https://bit.ly/All-About-Me-Booklet

CONTACT STEP FOR ASSISTANCE UNDERSTANDING YOUR RIGHTS AND HOW TO ADVOCATE FOR YOUR CHILD

tnstep.org  1-800-280-7837  information@tnstep.org