



## Northern Lights Special Education Cooperative

[www.nlsec.org](http://www.nlsec.org)

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### **PWN SAMPLE Language for IEP and CLP Proposed at the Same Time**

*Please don't copy and paste this exactly but use as a sample to follow*

#### **Box 1: Action(s) Proposed or Refused**

The \_\_\_\_\_ School District proposes to implement the enclosed Individual Education Plan (IEP) plan to provide student with special education services. The IEP team held a virtual meeting on date to review current information and data to take into consideration for the proposed Individualized Education Program (IEP).

Significant changes to this IEP from the previous IEP include:

(no need to list every little thing, but include any addition/discontinuation, increase/decrease of services, addition/deletion of goal, etc.)

The District also proposes to add a Contingency Learning Plan (CLP) as an amendment to student's IEP. His/Her CLP describes the services and supports student will get during distance learning, face-to-face learning, or hybrid learning periods in order to receive a free and appropriate public education no matter what learning model the public health requires the district operates in. Student's CLP is attached.

#### **Box 2: Explanation: Why each action is proposed or refused**

This IEP is being proposed after review of data and information and revised due to current needs. (Add in some specifics to that student about needs, change of service, etc., i.e. Student needs \_\_\_ in order to \_\_\_\_\_. The service of \_\_\_ was discontinued due to \_\_\_\_\_.

CLP: The Governor of Minnesota has issued an Executive Order requiring public school districts to be prepared to implement instruction in person, through a hybrid learning model, and through a distance learning model. The instructional model that is implemented at any given time will depend on a number of factors, including state and local criteria related to COVID-19. It may also depend, in part, on whether you choose distance learning during a period of time when the District is offering distance learning. Accordingly, the District is proposing to modify your child's IEP to indicate the type and quantity of special education services, related services, supports, and accommodations that your child will receive on days when instruction occurs in person, on days designated as hybrid learning days, and on days designated as distance learning days.

The Contingency Learning Plan addresses each scenario and will become part of your child's IEP, unless you object in writing.

**Box 3: Sources of Information: Basis for proposed or refused action**

Data and information from Student's.....

(list all input and info reviewed, including any unique info shared by parents or outside sources was used as a basis for the IEP and placement proposal.

For the CLP: the District considered the above data, as well as that from the distance learning period that occurred toward the end of the 2019-2020 school year. The District also considered guidance from the U.S. Department of Education, the Minnesota Department of Education, the Minnesota Department of Health, and the Governor of Minnesota.

**Box 4: Other options considered and why those options were refused**

The team considered that Student\_\_\_\_\_. However, after reviewing the current information, the district\_\_\_\_\_.

For the CLP proposal, based on the emergency nature of a pandemic and the direction from the federal and state government, no other options can be considered at this time.

**Box 5: Additional factors relevant to the district's proposed or refused action.**

Student's team spent time talking about\_\_\_\_\_which may impact\_\_\_\_\_.

CLP: Use one of the story starters in SpEd forms and tell the rest of the story. This is where you would document a parent's input and permission to create a CLP without convening an entire team meeting.

*September 2020*