



[SAMPLE]

DATE

Dear PARENT NAME:

You are receiving this Contingency Learning Plan in response to the COVID-19 public health emergency. The attached plan was created for STUDENT NAME to inform you of the school's good faith effort to provide STUDENT NAME with as much of the special education, related services, accommodations, modifications or supports from your Student's IEP as is safe and practicable at this time. Michigan's Governor issued several Executive Orders that require schools to protect the health and safety of staff, students and the school community, which restrict the school's ability to continue all Students' education as it existed before the COVID-19 Outbreak. (See Executive Orders [2020-05](#); [2020-21](#) and [2020-35](#)). This Contingency Plan will remain in effect until the public health emergency ends or until the restrictions in the Governor's Executive Orders related to schools are lifted. Once the public health emergency ends and school buildings are re-opened for education of students, the school will return to implementing STUDENT NAME's IEP in the more traditional school setting.

The Contingency Learning Plan was developed by your caseload teacher or provider in consultation with at least one general education teacher (when participating in general education) or at least one other provider who was working with your student at the time of the school building closures. In creating this Contingency Learning Plan, the staff reviewed your Student's IEP in the context of the school's Continuous Learning and COVID-19 Response Plan approved by the Intermediate School District. A copy of that Continuous Learning and COVID-19 Response Plan can be located on your local school district's website. During the public health emergency, this Contingency Learning Plan may be reviewed and revised as necessary to provide your Student with continued access to the Continuous Learning and COVID-19 Response Plan.

During the time that the distance learning or online activities in this Contingency Learning Plan are implemented, information regarding your student and other students may inadvertently be disclosed in online or distance learning environments to others who may be with the students or provider in the setting. Any disclosure is inadvertent and, to the extent practicable, will be avoided.

During this unprecedented time, please know that the school, the staff and our school community are here to support your student and their educational needs in good faith and as best as practicable. If you have questions or concerns about your STUDENT NAME's Contingency Learning Plan, please contact your caseload teacher or provider at EMAIL ADDRESS or by sending an email to the special education department at DISTRICT COORDINATOR'S EMAIL ADDRESS.

CASE MANAGER/504 COORDINATOR NAME

District or School Representative

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Dated