SCHOOL LETTERHEAD

Memorandum for the Record (MFR)/Prior Written Notice(PWN)

Postponed Triennial Review Meeting

STUDENT:

GRADE:

DATE:

PURPOSE OF MFR/PWN:
This MFR/PWN documents the conversation and agreement/understanding between [Name of School CSC] and [Name of Parent] on [DATE] via [Form of Communication].

{ has been receiving special education services through their Individual Education Program (IEP). Their IEP is scheduled for a Triennial Review on or before [DATE]. However, due to the closure of schools related to COVID-19, the CSC has proposed to postpone the Triennial Review meeting until we are able to convene after schools resume normal operations. The following are the reasons for the proposal to postpone the meeting:

- It is difficult to ensure the availability of all parties (i.e. related service providers).
- It is also problematic to share multiple documents simultaneously (e.g. service provider reports, Aspen materials, meeting minutes, etc.) that are typically presented in the Triennial Review.
- In the event that assessments are requested, it may not be possible to comply with assessment timelines due to the uncertainty in the current situation.

Parents have been assured that {'s IEP will *not* expire. It will remain active and serve as the foundation for online learning activities or other supports provided to { and his/her family during this interval.

This MFR/PWN verifies parental agreement with this arrangement. When schools resume normal operations a meeting will be scheduled to complete the Triennial Review of {'s IEP including any assessments that are requested by the CSC team or parents. Upon completion of the Triennial Review process the CSC and parents will determine if the student still requires specially designed instruction and, if so, will make appropriate updates and adjustments to PLAAFPSs, goals/objectives, accommodations and service times.

Parents can reconsider this postponed procedure at any time and request to reconvene an IEP meeting.

Parents can contact [School Administrator] with any questions pertaining to this MFR/PWN and this agreement.

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Signature – School administrator

Copy:
Student Confidential Record
Parents