SCHOOL LETTERHEAD

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

Postponed Annual 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 an Annual Review on or before [DATE]. However, due to the closure of schools related to COVID-19, the CSC has proposed to postpone the meeting until we are able to convene after schools resume normal operations. The reasons for this proposal are:

- 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 at the Annual Review.

During this interval of school closures, {'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.

This MFR/PWN verifies parental agreement with this arrangement. When schools resume normal operations a meeting will be scheduled to complete the Annual Review of {'s IEP and determine any 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.

_____
Signature – School administrator

Copy:
Student Confidential Record
Parents