SCHOOL LETTERHEAD

Memorandum for the Record (MFR)/Prior Written Notice

Completed Assessments & Decline Virtual Supports

STUDENT:

GRADE:

DATE:

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

{ has been in an evaluation process to determine if he/she is a student with a disability who requires specially designed instruction. All assessments were completed on [DATE] and a meeting to review results and determine eligibility was to be scheduled within 10 days of that final assessment date (as per DoDEA regulation 1342.12). However, due to the closure of schools related to COVID-19, the CSC is unable to ensure the process and participation for the procedural meeting to determine eligibility and the possible need for specially designed instruction.

However, during this interval of school interruption, the CSC feels it is in {'s best interest to proceed in providing supports from our special education team through a virtual learning experience. The areas of need, of [XXXX XXXX] identified through the assessment results will be the focus for his/her virtual learning activities. This will help to ensure that { receives immediate additional supports in areas that are suggested by his/her recent evaluations.

Parents have declined the offer for { to participate in with this arrangement for virtual services as indicated in the above referenced communication. They have also indicated this declination for services in a separate Parent Consent form.

When schools resume normal operations a meeting will be scheduled to review assessment results and determine if { is eligible to receive special education services and, if so, develop a formal IEP for {.

Parents can contact [School Administrator] with any questions pertaining to the virtual support program.

_____
Signature – School administrator
Copy:
Student Confidential Record
Parents