***Insert Charter/ LEA Letterhead***

*Insert Date*

*VIA FIRST CLASS MAIL AND EMAIL*

*Insert Parent Name and Address*

**RE: Insert Student Name Prior Written Notice Re: Charter/LEA Closure to Prevent/Contain the Spread of COVID-19 (Coronavirus)**

Dear \_\_\_\_\_\_\_\_\_\_\_:

This letter is written prior notice by the \_\_\_\_\_\_\_\_\_\_\_\_ Charter/ LEA (“Charter”), pursuant to 34 CFR § 300.503, of the closure of your student’s school beginning March \_\_, 2020, and estimated to last through March \_\_, 2020. Should there be any extension to this closure, this notice is intended to apply to those dates as well.

The Charter has determined that it is necessary to close its school(s) to prevent/contain the spread of COVID-19, in consultation with the Center for Disease Control (“CDC”), California Department of Education (“CDE”), and Department of Public Health (“DPH”).

*If the Charter is not providing services/access to any students during the closure, include the following:*

During the pendency of the school closure, no students will be receiving any supports or services from the Charter. Your student’s special education supports and services in accordance with his/her IEP will resume when the Charter re-opens. If your child does not receive services after an extended period of time, the Student’s IEP team will make an individualized determination whether and to what extent compensatory services are needed with the applicable requirements, including to make up for any skills that may have been lost.

*If the Charter intends on providing services/access to general education student during the closure, include the following:*

During the pendency of the school closure, the Charter will provide the following supports and activities to all students, including students with disabilities:

* INSERT WHAT YOU WILL PROVIDE

In addition to the above, the Charter will provide the following supports and services to students with disabilities to ensure your child has equal access to the same opportunities:

* INSERT WHAT YOU WILL PROVIDE

Please understand that due to these exceptional circumstances, the manner in which particular services required by your child’s IEP are provided may be affected.

 In making its determination, the Charter reviewed and considered the following:

* Recommendations from the CDC,
* Recommendations from the CDE,
* Recommendations from the DPH, and
* All other relevant information available to the Charter,

Finally, please be advised that the parents of a child with a disability have protection under the federal parental rights and procedural safeguards set forth in 34 C.F.R. Part 300. Enclosed you will find a copy of those parental rights and procedural safeguards. ALTERNATELY YOU COULD DIRECT THEM TO GET THEM ON THE WEBSITE: <https://www.cde.ca.gov/sp/se/qa/pseng.asp> The sources which you may contact to obtain assistance in understanding the provisions of the enclosed procedural safeguards are:

El Dorado Charter Special Education Local Plan Area (SELPA)

6767 Green Valley Rd.

Placerville, CA 95667

and

California Department of Education

P.O. Box 944272

Sacramento, CA 94244-2720

If you have any questions, please do not hesitate to call me at ( ) - between 8:00 a.m. and 5:00 p.m.

Sincerely,

*Administrator*

Enc: Parental Rights and Procedural Safeguards