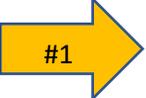
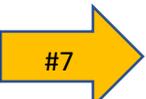


## ErLP Instructions

	Item	Clarification/Instructions
	Contact Information	Complete/Verify ALL fields containing student name and demographic information.
	Critical Skill/Annual Goal	Review Critical Skills and Annual Goals with Guardian and/or Adult Student. <input checked="" type="checkbox"/> Check box <b>after</b> parent consultation.
	<ol style="list-style-type: none"> <li>1. Preferred Contact Method</li> <li>2. Supplemental Aids and Services</li> <li>3. Special Education</li> </ol>	<ol style="list-style-type: none"> <li>1. Document the method agreed upon for student participation. (i.e. virtual phone, work packets, etc.)</li> <li>2. Document the discussion of supplemental aides and services as well as the recommendations to parents for assisting students in accessing materials and activities for the duration of the ErLP.</li> <li>3. Review and document the discussion of Special Education supports in an effort to collect information on the maintenance of Critical Skills and progress toward the annual goals.</li> </ol>
	Related Services	For students requiring related services, review and document services for each area as determined by the current IEP. Services should be equitable to those necessary for collecting information on the maintenance of Critical Skills and progress toward the annual goals.
	Date of Contact	Document the date of guardian and/or adult student contact
	Method of Contact	Document the method of contact with the guardian and/or adult student (example, virtually or work packets)
	Plan Complete <b>*CAUTION*</b> <b>Read Carefully</b>	Select <b>after</b> consultation with all providers is complete. Upon <b>Submit</b> , the ErLP will be shared with guardian and/or adult student via the email entered in section #1. After complete, the plan will be <b>locked</b> from further edit.
	Submit	Select submit as often as needed. Each time Submit is clicked, the document is saved, and the case manager will receive an email confirming the update. Share the email link and access information with the students Related Service Providers to ensure single document collaboration. <b><i>*Check your Junk/Spam folder for the email*</i></b>

# Emergency remote Learning Plan

## (ErLP)

Due to an unexpected closure for a duration of longer than ten (10) school days, an ErLP will be developed to document the emergency services taking place absent the availability of regular school services.

Key components of an effective ErLP

1. **Contact** the guardian using RCS approved methods.
2. **Review** IEP Goals and Services.
3. **Discuss** preferred methods for ongoing contact. (i.e. virtual, phone, work packets, etc.)
4. **Suggest** how parents can be partners in providing IEP supports.
5. **Document** how the agreed method of restricted engagement will help maintain critical skills and generally promote progress toward IEP annual goals during the school closure.

### Contact Information

#### School Case Manager

First Name \*  Last Name \*  School Case Manager email \*  Employee ID \*

#### Student Information

First Name \*  Last Name \*   
WWEIS Number \*  Confirm WWEIS \*  School \*

#1

#### Guardian AND/OR Adult Student Information

First Name \*  Last Name \*   
Email  Phone Number

### ErLP Planning

IEP Critical Skill Reviewed with Guardian

Annual IEP Goals Reviewed with Guardian

#2

Preferred Contact Method \*

Discuss how to connect,

- virtually using a RCS approve technology platforms;
- telephonically using Ring Central or School calling systems;
- interactively using Engagement Packets via USPS.

255

Suggest how,

- parents can be partners in providing IEP Supplemental Aids and Services.
- the IEP services providers can provide supports.

Supplemental Services \*

255

Document how,

- the agreed method of restricted engagement may help maintain critical skills and;
- generally promote progress toward IEP annual goals during the school closure.

Special Services \*

255

### Related Services

Please Select all of the Related Services Areas to be Discussed

CD

OT

PT

Other

#4

### Documentation of Completion

Date of Guardian and/or Adult Student Contact

#5

Contact Method

By Phone  Virtual Meeting  USPS

#6

Plan Complete

#7

Random ID

FXC2NH8B

Submit

#8

## ErLP Instructions

The following script can be used to initiate conversations with parents as you work to develop an Emergency Remote Learning Plan due to COVID-19.

*“I am calling to work with you to develop a temporary plan for special education service delivery during this COVID-19 school closure. As you know, this is an unprecedented event that keeps changing daily. Since we are not currently in school, we aren’t able to provide education to the extent we typically do for any student. It is impossible to deliver special education services exactly as written in (student’s name)’s IEP. The West Virginia Department of Education has urged each county to look at the services specified in each student’s IEP and work with parents to determine what supports can be provided during this temporary school closure. This temporary plan that we develop today will only be in place during the COVID-19 school closing. Once schools reopen, (student’s name)’s IEP will be implemented as it has been in the past. This plan will not amend, replace or change your child’s current IEP.”*

As you have discussions with parents, please remind them that the current school closure is temporary and out of our control. Everyone is doing their best to provide engagement activities to provide students the opportunities to continue making progress. If parents request services to approximate the minutes delineated in the current IEP, discuss with them our goal at this time is to provide services that promote the maintenance of skills. Once school resumes, we will consider each child’s need for additional supports on a case by case basis.