

September 16, 2020

A Parent's Guide to Including Form G: Distance Learning Plan in your Child's IEP

What is the *Form G: Distance Learning Plan*? *Form G: Distance Learning Plan* is a form added to an Individualized Education Program (IEP) and used to record the IEP team's decisions about how to provide educational services when schools must close on days when they were scheduled to be in session. Last spring's school closures made it clear that IEP teams must have a plan in place that allows for flexibility and a quick transition from in seat school attendance to distance learning.

Why is the *Form G: Distance Learning Plan* Necessary? [*Form G: Distance Learning Plan*](#) is necessary because your child's IEP most likely does not include a plan for school closures. Your child's IEP contains a description of your child's current and unique needs, goals to help your child make progress, special education and related services, and accommodations and modifications. *Form G: Distance Learning Plan* helps school staff and parents consider your child's unique needs while planning how IEP goals, services, accommodations, and modifications will be provided if school closures occur. When an IEP includes a well-developed *Form G: Distance Learning Plan*, school staff and parents know how to prepare and what to expect when faced with an unplanned school closure.

What information is included in *Form G: Distance Learning Plan*? *Form G: Distance Learning Plan* documents the individual decisions made by the IEP team about your child's distance learning needs during a school closure. *Form G: Distance Learning Plan* provides places for school staff and parents to document the following:

- Parental and staff input on priorities needed for your child during school closures such as technology, instructional materials, instructional supports available in the home, and training needed for parents in order to support distance learning in the home
- Communication Plan that describes how communication will be implemented such as who will be contacting you, how will they contact you, and how frequently they will contact you
- Platforms, modalities, and methods your child will use for distance learning
- Staff responsible for delivering the services and supports
- Description of IEP services and supports delivered through alternate or additional methods by the school for your child during a school closure
- Description of any accommodations/modifications your child will need during a school closure
- How your child's progress toward meeting goals be monitored and measured during a school closure
- Other information which may impact the implementation of the distance learning plan

How is *Form G: Distance Learning Plan* added to the IEP? *Form G: Distance Learning Plan* can be added to the IEP at an IEP meeting. At the meeting, the IEP team will talk about your child's unique needs, develop goals, identify what services need to be given in order to meet the goals, and determine accommodations and modifications your child may need. Among other topics, your IEP team will also have meaningful conversations about how to provide your child services if a school closure occurs. Decisions made about how services would be provided during a school closure would be documented on the *Form G: Distance Learning Plan*.

Form G: Distance Learning Plan may also be added to the IEP by amending the IEP. An IEP amendment can be made by either the entire IEP team at an IEP meeting or by agreement between the parent and a representative of the school district. If the change is made without a meeting, then both the parent and the district must agree to the changes made to the IEP. It is the district's responsibility to make sure all IEP team members are notified of the changes. If a parent does not agree to amend the IEP without holding an IEP team meeting, an IEP meeting should be conducted to address the concerns.

When *Form G: Distance Learning Plan* is added to the IEP, you will receive a Prior Written Notice of Action that describes the team's decisions and reasoning for adding the distance learning plan.

Please review **Form G: Distance Learning Plan Implications for Parents and Students** [Form G Parent Q & A](#) for more information addressed through a series of questions asked by parents of students with disabilities.