



PREPARING STUDENTS  
**FOR LIFE**

Through Academic Achievement · Personal Well-Being · Career Readiness

---

**Department of Student Services**

Dr. Margaret Hall, Director

**Specially Designed Instruction During COVID-19 Closure  
Frequently Asked Questions (April 2, 2020)**

**1. What if we can't meet all of the SDI minutes on the IEP within the 20 hours we have been asked to work?**

There is no expectation that intervention specialists or related service providers deliver all minutes of specially designed instruction on student IEPs. This is not realistic. We ask that you contact every family on your caseload and make a "good faith effort" to support that student during this time. The SDI logs are not intended to track your work-- we simply need a record of how we are supporting students at this time.

**2. Once we document SDI, will we be able to see the total number of SDI minutes?**

Once you begin logging SDI minutes for a student, every time you log back into that student's record, the previous entries will be displayed. EdPlan does not total the minutes, but you will be able to see all of your previous entries.

**3. How do we help parents print off activities for students to complete?**

Unfortunately, we do not have access to district printing resources during the building closure. Parents will be able to pick up paper packets at the five meal distribution sites on April 6 and April 13-- Riverview Academy, Roberts Academy, Oyler School, Parker Woods School, and John P. Parker.

**4. Can specific video/virtual assignments be considered SDI, or does it have to be direct with the IS during office hours?**

It is clear that we must be flexible during this period of time. With that in mind, remember that specially designed instruction means adapting the content, methodology, or delivery of instruction to meet a student's individual needs. If you are doing this in a different format, then it is considered specially designed instruction.

**5. What are ways we can effectively deliver services when students may not have access to the internet/computer?**

We need to make a "good faith effort" and do the best we can, knowing there are some things that are out of our control. Document your conversations with family in EdPlan. [Click here for ideas for families with little to no technology access](#)

**6. If I record a lesson I do with a group or individual on Google meet and email it to a student who was 'absent,' does it count as SDI if the parent confirms, via email, that they accessed the video?**

Please do not record lessons that you teach online with students. You may record yourself but not students. If you provide a lesson for a student to access on their own,



---

**Department of Student Services**

Dr. Margaret Hall, Director

please mark the student as absent, but add in the comments section of the SDI Logging Wizard that you provided differentiated work to the student. This will not count as SDI.

**7. Do we send PR-01 to all parents documenting how we plan to service their child during this time?**

House Bill 197 indicated that special education services can be delivered remotely during school building closures, so we do not need to document this in a PR-01.

However, if the family refuses services or there is a substantial change to services, please document in a PR-01 [according to these guidelines](#).

**8. What about students who were/are in process of transferring to a separate facility/STRIDES/Camelot, should service delivery be maintained with current IEP?**

Please contact your DSS manager regarding individual student situations.

**9. For students with very limited technology access (parent phone with limited minutes), can a consultation with family to discuss activities that can be completed at home count at all for SDI?**

We cannot count this as SDI because you are not directly supporting the student.

However, please document the discussion with the parent as evidence that you collaborated with the family to meet the child's individual needs.

**10. Where do we document attempts to meet with students as scheduled, but the student fails to show or is unavailable - SDI log or Parent contacts or both?**

If you have already set up the time and the student does not show, please log the student as absent and make a note. [Click here for examples](#)

**11. I can't access Retain files from home and many phone numbers and emails in PowerSchool are inaccurate. No other numbers are listed. How do we proceed?**

The Retain feature can be accessed in a web browser from home. Go to the [CPS GroupWise Webaccess page](#) and click on the word "Retain" on the top right. However, we know that there will still be families you cannot contact. If you cannot contact the family to develop a plan for providing service, please make sure you have tried all possible phone numbers and emails from PowerSchool. Notify your DSS manager, then document your attempts in EdPlan.

**12. Do related services/IS's have to do the deputy superintendent's communication log with parents if they are logging into Ed plan for their specially design?**

**13.**



PREPARING STUDENTS  
**FOR LIFE**

Through Academic Achievement · Personal Well-Being · Career Readiness

---

**Department of Student Services**

Dr. Margaret Hall, Director