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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

k12.wa.us

March 18, 2020

The Office of Superintendent of Public Instruction (OSPI) has identified that the monthly student count requirements for students receiving special education services under an Individualized Education Program (IEP), will be impacted due to the closure conditions across the state as acknowledged by the Governor's proclamation of emergency.

We appreciate your recognition of the requirement and value of completing IEPs, evaluations, and reevaluations in a timely manner. The unusual conditions caused by COVID-19 beginning in March 2020 has resulted in a significant closure of school buildings, thereby causing unforeseeable delays in completion of annual IEP reviews, initial evaluations, and/or reevaluations within the relevant timelines (i.e., one year, three years). Educational services, including special education and related services, for all eligible students must be provided in conformance with state and federal law, at such a time that the school was or is scheduled to be reopened.

OSPI continues to require that districts only enter student counts for students meeting requirements. However, for the upcoming Spring 2020 enrollment count days, you may also count students if all of the following requirements are met:

- Students already eligible and receiving services whose IEPs or reevaluations were due between March 2020 and the date of schools resuming and were not completed on time due to closures of the school.
- The district assures OSPI that the IEP and/or reevaluation will be completed within 30 days of school resuming.
- The district maintains subsequent evidence of the completion.

School districts are encouraged to continue to hold IEP and evaluation meetings through distance technology whenever possible, and if agreed upon by parents and school staff are available. If you have any questions regarding this communication, feel free to contact us.

Thank you,

A handwritten signature in blue ink that reads "Glenna Gallo".

Glenna Gallo, M.S., M.B.A.  
Special Education, Assistant Superintendent

A handwritten signature in blue ink that reads "Michelle Matakas".

Michelle Matakas  
School Apportionment and Financial Services, Director