

**Acknowledgment of Notice of Required Information Prior to
Required Meetings to Review Placement on an Abbreviated School
Day Program**

Dear [Parent or Foster Parent Name],

Previously, we provided the below information as we approached [Child's Name]'s [individualized education program (IEP) or 504] team meeting for a required review of their [IEP or 504 Plan] and placement in the abbreviated school day program.

As we approach this meeting, I want to remind you of [School District's Name]'s duty to comply with Sections 1 to 6 of Senate Bill 819 (2023). I also wanted to share some important information about the rights that are granted to you as a parent or foster parent under Senate Bill 819:

- You have a right to meaningfully participate in the [IEP or 504] team meeting, including having a reasonable opportunity to attend in person. Please let me know if you need any accommodations to facilitate your participation.
- You have the right to revoke consent for [Child's Name]'s placement in the abbreviated school day program or to object to the placement. This can be done in writing.
- The [IEP or 504] team must consider at least one reasonable alternative placement at the meeting that could provide [Child's Name] access to the full hours of instruction and educational services provided to students in general education.
- The [IEP or 504] team must meet at certain minimum intervals, typically at least every 30 calendar days, while [Child's Name] is in the abbreviated school day program placement, unless you consent in writing to meet less frequently.
- You have the right to request an [IEP or 504] team meeting within 14 calendar days if the team is meeting less frequently than monthly.

Please let me know if you have any questions about these rights. I look forward to meeting and determining the best educational program to meet [Child's Name]'s needs.

Sincerely,

[Your Name]
[Contact Info]

Parent or Foster Parent Acknowledgment

- ☐ I acknowledge that I received the above information related to abbreviated school day program placements in a language and format accessible to me as required by SB 819 (2023).
- ☐ I have not yet been notified of this information in a language and format accessible to me and need further assistance in understanding the information included in this document.

Signature

Name (Printed)

Date

Instructions for Using the Acknowledgement of Notice of Required Information Prior to Required Meetings to Review Placement on an Abbreviated School Day Program Sample Form

ODE intends this sample form as a support for school districts implementation of SB 819, related to the Act's requirements for provision of information prior to discussion of an abbreviated school day program. This specific form is designed to support school district's implementation of Section 4 (2) of SB 819, which requires that:

(2) For each student with a disability placed on an abbreviated school day program, the school district shall: (a) Prior to each meeting of the student's individualized education program team, provide the following information in writing to the parent or foster parent of the student in a language and format accessible to the parent or foster parent: (A) The school district's duty to comply with the requirements of sections 1 to 6 of this 2023 Act; (B) The prohibition against a school district unilaterally placing a student with a disability on an abbreviated school day program; (C) The student's right to have meaningful access to the same number of hours of instruction and educational services as the majority of other students who are in the same grade within the student's resident school district; and (D) The parent's or foster parent's right, at any time, to withdraw consent for an abbreviated school day program placement or to request a meeting of the student's individualized education program team to discuss whether the student should no longer be placed on an abbreviated school day program.

SB 819 continues that the school district shall "During each meeting of the student's individualized education program team while the student is placed on the abbreviated school day program: (A) Obtain from the parent or foster parent a signed acknowledgement that the parent or foster parent received the information..." (Section 4 (2)(c)(A)). ODE recommends using the **Acknowledgement of Notice of Required Information Prior to Required Meetings to Review Placement on an Abbreviated School Day Program** sample form for that purpose. Information in brackets in the sample form should be replaced with the applicable personalized information in light of the child's circumstances.

While ODE's sample forms aim to support effective implementation of SB 819, no form alone ensures compliance with legal requirements or enables effective implementation. Accordingly, school districts should seek legal counsel as appropriate in order to ensure compliance with all state and federal laws, including SB 819, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA).

Please follow the steps below to complete the form:

1. **Distribution:** This letter includes information school districts must share with parents prior to: (1) the required 25-35 day IEP or 504 review meeting following a student's initial placement on an abbreviated school day program, and (2) the required regular 30 day IEP or 504 review meetings. ODE recommends providing this letter concurrently with written notice of the upcoming IEP or 504 meeting.

2. **Follow-Up:** If a parent revokes consent, restore meaningful access within 5 school days, unless the parent or foster parent provides written consent otherwise, consistent with the requirements of SB 819 (2023).
3. **Documentation:** Document provision of this information to the parent or foster parent. Districts may wish to maintain a copy of the letter and any revocation notice in the student's educational records.
4. **Ongoing Communication:** Continue to engage with parents and provide required notices for ongoing 30 day IEP or 504 reviews.

Disclaimer: This document is a sample form provided by the Oregon Department of Education (ODE) as a reference tool to assist school districts in implementing the requirements of Senate Bill 819. Its use is not mandatory. School districts may choose to use this form, develop their own, or adapt it to their specific needs to ensure compliance with all state and federal laws, including the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and the Individuals with Disabilities Education Act (IDEA). ODE strongly recommends that school districts seek legal counsel when establishing implementation and documentation procedures related to SB 819 to ensure they are implemented in a manner that meets state and federal requirements consistent with local context.