



## Distance Learning Implementation Checklist

### **Case management - Make connections with families to ensure support**

- ☐ Determine family needs - e.g., community, educational, etc.
- ☐ Opt OUT? - (Document and continue to check in with family every 2 weeks as they may change their mind)
- ☐ Time of day/day of week that would be best to connect/communicate with family/student:  
\_\_\_\_\_
- ☐ Parent barriers or issues that might impact distance learning (Y/N) \_\_\_\_ (e.g., marital stressor, siblings, physical/mental health, etc. \_\_\_\_\_)
  - ☐ **Need for interpreter?**
- ☐ Share resources - e.g., County websites, Padlets, etc.
  - ☐ Note any resources shared \_\_\_\_\_

### **Access - What tools are available?, wifi access, security**

- ☐ Family's preference: Low Tech (written docs, packets)? Hi Tech (online resources)? Combo (both written and online resources)?
  - ☐ Does family have a device available for use during distance learning (e.g., laptop, phone, ipad, tablet)\_\_\_\_\_
  - ☐ Reliable Internet: \_\_\_\_\_ Y/N
  - ☐ **If no, alternative plan** \_\_\_\_\_
- ☐ Does the family prefer printed materials/resources for distance learning? \_\_\_\_\_
- ☐ Have these been distributed/what is the schedule for distribution? \_\_\_\_\_
- ☐ Staff member has reviewed the Student Privacy Notification (limitations and disclaimer - no reasonable expectation of privacy of what can be seen or heard)
  - ☐ School district prohibits recording of lessons, chats, and conversations without permission
  - ☐ School district prohibits sending lesson links and zoom info without permission
  - ☐ Security considerations discussed - e.g., non-educational staff may be in viewing or hearing range of both educators/families
    - ☐ Remind families that video/phone meetings are not to be recorded



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- ☐ Does family have earbuds for privacy, if needed \_\_\_\_\_ Y/N
- ☐ Can family identify a distraction-free environment, if needed: \_\_\_\_\_ Y/N
  - ☐ Discuss preference of technology format (staff preference may not line up with what family is comfortable and/or proficient with): \_\_\_\_\_ (audio-only on telephone, Facetime, Skype, Doxy, Google Hangout, Zoom, etc.)
  - ☐ What training did/does the teacher/staff receive on this platform?  
\_\_\_\_\_
  - ☐ What training do parents need on this platform?  
\_\_\_\_\_
- ☐ Does family or student need training on using technology \_\_\_\_\_ Y/N

## **IEP Compliance - SPED Provisions - Does IEP match district plan for distance learning?**

- ☐ Review goal priorities in lieu of current circumstances
  - ☐ What goals are the highest priority for family? \_\_\_\_\_
- ☐ Review the new format of IEP meetings/assessments (and check off)
  - ☐ Explain how will they look;
  - ☐ Procedure for signing documents;
  - ☐ Determine how parent(s) will participate in meetings (e.g., by phone, zoom).
  - ☐ How can staff support parent learning? \_\_\_\_\_
  - ☐ Student learning? \_\_\_\_\_
  - ☐ Documentation
    - ☐ Service hours (see below)
    - ☐ Office hours/contact for parents - Q/A time (see below)
    - ☐ Connections with students (see below)

## **Overall Considerations**

- *What is appropriate in light of the current circumstances?*
- *Are you making good faith efforts to provide appropriate services?*
- *Are you making good faith efforts to engage with families to determine FAPE?*
- *Are you making good faith efforts to tailor instruction?*
- *What level of student support is needed from parent/guardians and what level of consultation is needed to support them?*



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## Distance Learning Plan

(based on above checklist)

STUDENT INFORMATION			Date of Plan	
Last name	First name	School	Grade	Teacher
Parent/Guardian Name(s)				
Preferred mode of contact for family (phone, Zoom**, FaceTime, etc.)				
Consultation Day/Time and method of other IEP team members (list below)				
IEP Team Member	Service	Day or dates	Time	Method

Based on IEP, team member input, and parent interview - Outline distance learning format			
<p><i>Discuss with the family how goals can be addressed through distance learning and by what method. Each service provider should document these conversations below with the family in regards to their specific goals. How will progress on this goal be measured? Write a brief summary of notes below. In addition, use the table below to briefly describe the following information for each goal</i></p>			
Method of instruction: <i>packets, online platforms, phone, email</i>	Schedule of service delivery: <i>Specify date and/or time for services (direct, consult, delivery of packets)</i>	Consultation date/time with parent/guardian and method:	Progress monitoring will be based on? (parent report, teacher observation, worksheets)

*Copy and paste the table below for each goal*



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IEP Goal # _____			
Service provider and notes:			
Method of instruction	Schedule of service delivery	Consultation date/time with parent/guardian and method:	Progress Monitoring

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**\*\*Security considerations from Zoom:**As individuals continue the transition to online lessons and meetings, the FBI recommends exercising due diligence and caution in your cybersecurity efforts. The following steps can be taken to mitigate teleconference hijacking threats:

- **Do not make** meetings or classrooms **public**. In Zoom, there are two options to make a meeting private: require a meeting password or use the waiting room feature and control the admittance of guests.
- **Do not share a link** to a teleconference or classroom **on** an unrestricted publicly available **social media** post. Provide the link directly to specific people.
- Manage screen sharing options. In Zoom, **change screen sharing to “Host Only.”**
- Ensure users are using the updated version of remote access/meeting applications. In January 2020, Zoom **updated their software**. In their security update, the teleconference software provider added passwords by default for meetings and disabled the ability to randomly scan for meetings to join.
- Lastly, ensure that your organization’s telework policy or guide addresses requirements for physical and information security