*Note to those using this example letter:   
Below are some questions which are meant to address concerns for kids who have unique needs such as those addressed in IEPs and 504s. Pick and choose the ones relevant to you, modify as needed, and add in more questions if you have them. I’m 100% sure these do not cover all situations, but I’m hoping these give you a structure to start with to make these discussions feel less overwhelming. I’ve personally found that it helps to start the note by (1) recognizing how hard the school is working to open schools safely, and (2) reminding the person who my child is and what their needs are.*

[Name of Person at the School],  
  
I expect you have been very busy getting ready for the upcoming school year, and we appreciate all the time and effort you and the [Name of School] team are putting in to make sure our kids can learn in a safe environment. After reading through the school plans, I have a few questions which I hope you can answer. For your context, my child, [Name of Child] is going into the [Grade Level] and has an [IEP/504] to manage help with [short statement about child’s specific learning/medical needs].

* Where is [Name of School] planning to evaluate and isolate kids who are sick or suspected of being sick with COVID-19 to isolate them? Will this evaluation and isolation take place in the nurses’ office, and if so, what are the plans to keep kids safe who need to visit the nurse regularly for medicine or other medical concerns? My worry is that my child will be at more risk of exposure due to [her/his] medical needs requiring [her/him] to visit the nurse multiple times per day.
* How many children do you expect to be in each classroom, on average? Will both kids and teachers be required to have masks on in the classroom? When, if at all, will breaks from face masks be allowed?
* Recognizing that covering the nose and mouth is an important part of keeping the virus from spreading, because of my child’s condition, [Enter challenge here; Example: he has extreme negative reactions to wearing a cloth face mask and pulls it off as soon as it goes on]. Can we work together with you and our doctors to include an [exception/alternative of face shield] into [his/her] [IEP/504]?
* For the in-person at school option, it sounds like time outdoors will be the children’s only time outside of the classroom. With this being the case, what supports will the school provide/ask parents to provide to make this option available every day regardless of the weather (i.e. large outdoor tents with open sides to allow kids to be outside in the rain, asking parents to send in rain and snow gear, etc.)?
* Because of my child’s condition, [she/he] gets [headaches/stomach aches/etc.] frequently. I see this called out as a symptom which would require us to keep him/her home due to concern about the virus. Can we work together with you and our doctors to create a baseline for what is normal for [Name of Child] so [she/he] can remain at school when [she/he] is experiencing what is typical for [her/him]?
* I saw the example the school shared of 3ft distanced desks and plexiglass barriers on round tables, so I understand the basic set up for kids while they are in their classroom. However, my child is regularly pulled out for therapies and for extra help with [writing/math/reading/etc.]. I’m trying to understand:
  1. Will those supports still be provided for [her/him]?
  2. What are the plans to minimize additional exposure for kids who receive these supports?
  3. It is important that my child remain in a mainstreamed classroom with their peers. Have you thought through how these supports can be given while also keeping my child fully integrated?
* For the learn at home option, will learning supports and therapies still be provided for my child? For example, will [she/he/they] continue getting individual help with [writing/math/reading/etc.] and [weekly PT/OT/Speech]? What do you expect these supports to look like for kids learning at home?
* I would like to have a meeting to discuss my child’s [IEP/504] in order to plan out what [his/her] supports will look like this year in order to meet [his/her] [needs/goals] while also keeping [her/him] safe. When can we meet? I’m ok doing this via phone or zoom rather than in person.
* For the learn at home option, will my child be assigned a specific teacher and set of kids to learn with, and will there be some live lessons and interactive discussions integrated into the plan? It is important to me that my child have a community to share the learning experience with (even if virtually) and a teacher with whom they can interact.
* There is so much unknown right now, and because of my child’s unique needs those unknowns are even bigger vs. an average child. What flexibility do we have to make changes to the plan if it’s not working for my child?
* Our school plan says I must commit to my learning choice for an entire [semester/quarter]. However, it also says I can make a different choice for the next [semester/quarter]. How long will I have to choose whether I want to stay with my current choice or change to another option?

Thank you for your help and guidance as we prepare for the start of school.   
  
[Your Name Here]