

# IEP and 504 Meetings During School Closures Due To COVID-19

## Website Announcement

March 26, 2020

School systems have been directed as of now to continue with IEP and 504 meetings as scheduled while schools are closed due to COVID-19. With that in mind, we have made arrangements to conduct meetings through Google Hangouts Meet (Google Meet), an online meeting room, while schools are closed.

The directions for Google Meet and the ways that you can join are included in a link below entitled, "3 Ways to Join Your Child's Virtual Meeting with Google Meet."

In order for us to send you the Google Meet link and phone number, we need your email address. We also need your email address so that we can email draft IEPs to you before the meeting.

If you have an email address, please email the Special Education Director/504 Coordinator, Melinda B. Parker. Include the following in the email: your child's name, date of birth and school. If you have more than one child with an IEP and/or a 504 service plan, you can include each child's information in that one email.

[melinda.parker@chestercountyschools.org](mailto:melinda.parker@chestercountyschools.org) is the email address for the Special Education Director/504 Coordinator.

If you do not have an email, your child's special education teacher or the 504 Coordinator will be contacting you via text, phone or U.S. mail to provide you with the information to join the meeting.

Please contact your child's special education teacher, principal or Special Education/504 Coordinator with any questions.

**A temporary Google Voice phone number has been set up for the Chester County Special Education Department. You may leave voicemail at this number: 731-435-3445. This is the best number to use while schools are closed.**

Sincerely

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Melinda B. Parker Special Education  
Director/504 Coordinator