

Dear Parents and Families,

I/We Hope this letter finds you all well and preparing for the start of the 2020-2021 School Year. The STEPS staff have been meeting on how to start the school year. As you are aware, STEPS follows the Longview School District decisions on how services will be provided. Last week, the Longview School Board voted to start the school year in full remote (online) learning. This letter is to provide you with some specifics related to special education supports and services for the upcoming school year.

STEPS and the Educational Services District 112 has spent the summer working closely with state and local officials creating specific procedures for our students during remote learning. Some important information for you to know:

- When the Longview School district is in full remote status, students enrolled at STEPS will be as well. However, staff may bring in students for assessments, evaluations or services on a case-by-case basis. STEPS will follow the Department of Health's health and safety requirements, to the extent possible, to reduce the risk for staff and students.
- We will prioritize full implementation of IEPs in the fall. Specifically, you will hear from your child's case manager no later than September 4 to discuss the schedule and implementation of your young adult's IEP. Each student will have a master schedule built for them that details when their IEP goal(s) and specially designed instruction will be provided.
- Any delayed Evaluations, Re-Evaluations and annual IEPs will be completed within 30 school days of the first day of school
- We realize you may have questions and concerns. Your first point of contact will be your young adult's case-manager. Your young adult's case-manager will arrange a check-in with parents at least every other week to gather input to guide remote learning efforts.
  - Your young adult's case-manager contact information is as follows:
    - Stephenie Ruvalcaba
      - Email: [stephenie.ruvalcaba@esd112.org](mailto:stephenie.ruvalcaba@esd112.org)
      - Office phone: 360-355-3117
    - Mallory Fleshman
      - Email: [mallory.fleshman@esd112.org](mailto:mallory.fleshman@esd112.org)
      - Office phone: 360-355-3116

To assist with communication please ensure that STEPS has your current e-mail on file by sending your name and your student's name to your child's case manager. STEPS will be providing ongoing updates. I appreciate your patience and support.

Jeanette Forman  
Assistant Special Education Director, ESD112  
STEPS, Lake Quinault, and Toutle Lake School District  
[Jeanette.forman@esd112.org](mailto:Jeanette.forman@esd112.org)  
Cell: 360-270-0473  
Office: 360-355-3118

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