

Glassboro Public Schools
Department of Special Services

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Glassboro, NJ 08028

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Christine Williams, Supervisor of Special Services

Dear Parent/Guardian of: _____,

I am writing to inform you that your child has Child Study Team (CST) evaluations that need to be completed. The timeline for these evaluations has been delayed due to the COVID-19 school closure. Team members will be working in order through the testing list with priority being given to those evaluations that need to be completed to determine initial eligibility for special education services.

We plan to begin completing face-to-face evaluations on Monday, 7/27/2020, and will continue to complete evaluations unless there are changes to the guidance from the Department of Education.

COVID-19 safety protocols require adjustments to be made to traditional testing procedures, and it is important for you to be aware of how these procedures will change. Changes are listed below:

- All students and staff members will be required to wear a mask for the duration of the evaluation, including entering and exiting the building.
- Plexiglass dividers will be placed on testing tables between the staff member and the student.
- Testing materials will be sanitized between each use.
- Testing rooms will be utilized once per day with cleaning occurring after each evaluation.
- There will be separate doors for entry and exit into the building.
- Parents will not be permitted to accompany their child into the school building.
- A health screening confirmation form will need to be completed for your child prior to entering the building on each day of testing. In addition, your child's temperature will be taken.
- Movement around the classrooms during evaluations will be minimized as much as possible.

These procedures are in place for the health and safety of our students and staff. However, the conditions listed above are not standardized, which may or may not impact results. These testing conditions may also create an emotional situation for our students. The CST will move forward with evaluations if you would like your child to participate. If you opt out of testing at this juncture, testing will be completed once school resumes and restrictions lessen.

Please reach out to your child's case manager if you have any specific concerns. I am also available to answer your questions. Thank you in advance for your patience and understanding.

We have missed you and your children and hope you are doing well!

Sincerely,

Christine Williams

Christine Williams
Supervisor of Special Services

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