

**504 Guidance/directives shared via email by Kathy Murphy,
related to the COVID-19 closure:**

DATE	AUDIENCE	SUMMARY OF INFORMATION SHARED
3/18/2020	504 School Based Coordinators (SBCs)	Encouraged staff to contact parents to let them know that 504 Plan and Reevaluation meetings would need to be rescheduled.
3/19/2020	504 SBCs	Shared VDOE special ed/COVID resources
3/23/2020	504 SBCs	Shared USDOE update regarding accessibility and learning options for students with disabilities
3/26/2020	504 SBCs	Shared FCPS FAQs regarding specialized equipment pick-up and meetings for students with disabilities
4/1/2020	504 SBCs	Forwarded information regarding OSEPS PD on Navigating Special Education/504 Meetings during COVID-19. <i>(Note – I reviewed and provided feedback to OSEPS staff prior to the dissemination of this training to school leads.)</i>
4/2/2020	504 SBCs	Shared DSS webpage that included a variety of DSS training resources. Also included copy of SE General Curriculum learning packet that was sent out to all students with disabilities (special ed and 504) who are accessing the general curriculum.
4/2/2020	504 SBCs	Provided links to OSEPS power points and recorded sessions.
4/8/2020	504 SBCs	Posted COVID-19 Section 504 guidance on intranet, and shared links to this guidance in email.
4/13/2020	504 SBCs	Provided clarification that Section 504-only students would not be included in the TLP (temporary learning plan) requirement. Shared information about the eligibility timeline extension form (SS/SE-401), relevant to any formal individualized assessment that requires in-person testing. <i>(Note – I was involved in reviewing the draft of this form as it was being developed.)</i>
4/14/2020	504 SBCs	Provided update to previous communications regarding approved virtual meeting platforms. Google Meet is now one of the authorized virtual meeting platforms for 504 meetings.
4/15/2020	504 SBCs	Shared 504-specific Google Meet resources that were created by one of the FCPS 504 SBCs.
4/16/2020	504 SBCs	Updated 504 COVID-19 FAQs were posted online and shared in email.
4/16/2020	Select local screening chairs	Follow-up communication with LSC chairs that need to obtain the 504 initial qualification training/certification. This communication was considered to be necessary given that LSC meetings will continue to be held virtually during the COVID-19 school closure.
4/20/2020	504 SBCs	Reminder message to SBCs regarding the various methods they can use to contact the 504 Specialist – phone, email, voicemail, teleconference, video meetings.