

**From:** [Boyd, Michelle](#)  
**To:** [Principals All](#); [Leadership Team](#)  
**Cc:** [Schaefer, Dawn M](#); [Morrison, TuRhonda T](#); [Lorenzo, Debbie](#); [Roman, Kristina M.](#); [Skinner, Ashley N.](#); [McGreevy, Mary](#); [Smetek, Jennifer](#); [Duprey, Judy A](#); [Stack, Ellie P.](#); [Guillen, Andrew A](#); [Little, Melissa A](#); [Burke, Jeanne-Marie S](#); [Kennedy, Ellen D](#)  
**Subject:** TIME SENSITIVE: COVID-19 Compensatory Education Update  
**Date:** Wednesday, June 14, 2023 2:47:00 PM

---

Principals:

Thank you for your continued leadership in ensuring compensatory education considerations are completed and for ensuring compensatory services are provided. Below is time sensitive information regarding the following COVID-19 compensatory education related matters:

- Meeting deadline extension
- Compensatory education service documentation

### **COVID-19 Compensatory Education Consideration Extension**

The Office for Civil Rights (OCR) provided FCPS an extension to the June 16, 2023, deadline for completing compensatory education considerations. Over the past six (6) months, FCPS has been in ongoing communication with OCR regarding our compensatory education consideration status. In doing so, FCPS requested an extension to the deadline to ensure staff had adequate time to partner with families, review and document student data across the Pandemic Period, and convene individualized education program (IEP) and Section 504 meetings to consider students' need for compensatory education.

In order to ensure all COVID-19 compensatory education considerations are completed timely, schools are to complete all compensatory education considerations **prior to the start of the 2023-24 school year (August 18, 2023)**. Schools that have not completed 100% of their compensatory education consideration meetings by Friday, June 16, 2023, are to create a summer IEP team(s) and/or Section 504 committee(s) to conduct meetings to consider the need for compensatory education for all required students who have not yet had their respective meetings. Please ensure school-based systems are in place to ensure staff serving on the summer team(s) has information (e.g., draft decision worksheets, progress data, etc.) available to them to foster an effective meeting process. Staff selected to serve on the summer IEP team(s) or 504 committee(s), who are not on contract, are to be compensated. Additional details regarding the pay band and funding sources to be used to compensate staff will be provided this week (week of June 12, 2023).

All schools with less than 100% of compensatory education considerations completed by June 16, 2023, will be expected to share their plan for completing their considerations prior to the start of the 2023-24 school year with their respective procedural support liaison (PSL) and Region Office by **Friday, July 7, 2023**. Additionally, schools with less than 85% of compensatory education considerations completed by June 16, 2023, will be assigned a staff member from the Office of Special Education Procedural Support (OSEPS) to partner with them on the

development of their plan. Assigned OSEPS support personnel will contact school principals directly on or before **Wednesday, June 21, 2023**.

In order to ensure we are making adequate progress, status updates, by school, regarding compensatory education consideration completion will be provided to region leadership twice weekly (~Monday/Thursday) beginning June 19, 2023.

**Note:** Effective Wednesday, June 14, 2023, principals can access their school's completion data for currently enrolled students in the **FCPS COVID-19 Compensatory Services Workbook** in EDSL (select the *Planning tab* at the top left side of the window, scroll down to the *Special Services* section, and expand the menu to access *FCPS COVID-19 Compensatory Services Workbook*). Technical support questions may be sent to [dsssupportteam@fcps.edu](mailto:dsssupportteam@fcps.edu).

### **Clarifying COVID-19 Compensatory Service Details**

As compensatory education providers are secured and service models are expanded (e.g., [COVID-19 Compensatory Education Service Delivery Models](#)), schools may be updating and/or revising, with parental consent, information regarding “when” students receive compensatory education to ensure services are provided as soon as possible. If the dates that compensatory education is to be provided have changed since the initial development of a student’s IEP or Section 504 Plan or if dates were not specified on the initial plan and the details are now available, please ensure one of the following is completed as appropriate:

- **Student’s with an IEP**

- IEP Addendum without a Meeting - If the student’s annual IEP review has been completed **and** the student’s parent/guardian provides written consent to amend the IEP to document updated details regarding “when” compensatory services will be provided without a meeting, case managers may amend the student’s IEP without an IEP meeting in accordance the *Regulations Governing Special Education Programs for Children with Disabilities in Virginia* (8VAC20-81-110).
- IEP Addendum with a Meeting - If the student’s annual IEP review has not been completed **or** the student’s parent/guardian does not provide written consent to amend the IEP to document updated details regarding “when” compensatory services will be provided, case managers are to conduct an IEP meeting to discuss “when” compensatory services will be provided.

- **Students with a Section 504 Plan**

- 504 Update without a Meeting - If the student’s annual 504 Plan review has been completed **and** the student’s parent/guardian provides written consent to complete a 504 Plan update to document updated details regarding “when” compensatory services will be provided without a

meeting, case managers may create an updated 504 Plan without a 504 meeting.

- 504 Update with a Meeting - If the student’s annual 504 Plan review has not been completed **or** the student’s parent/guardian does not provide written consent to complete a 504 Plan update to document updated details regarding “when” compensatory services will be provided, case managers are to conduct a 504 meeting to discuss “when” compensatory services will be provided.

Ensuring the above is documented thoroughly will ensure FCPS complies with 8VAC20-81-110.G.7 relative to the projected dates (month, day, and year) for the beginning of the services and modifications and the anticipated frequency, location, and duration of those services and modifications. Additionally, updating service dates will ensure central staff charged with organizing summer programming are aware of and able to appropriately plan for students scheduled to receive compensatory education via division-wide service delivery models (e.g., Summer Academy, Saturday Academy, etc.).

Special Services will host optional office hours / support sessions for schools to further unpack the information contained in this correspondence as an added support for school leaders. Please also know that your PSL remains available to support you if you need assistance.

### Action Summary

Date	Action	Action Owner
As soon as possible	Ensure compensatory education service dates documented in students’ IEPs and 504 Plans reflect the current plan for service delivery	All Schools
June 14, 2023	<i>FCPS COVID-19 Compensatory Services Workbook</i> will be accessible to all schools in EDSL	DSS Data Management Coordinator
June 21, 2023	Assigned OSEPS support personnel will contact school principals with less than 85% of compensatory education considerations completed by June 16, 2023, to begin partnering with them on the development of their completion plan	COVID-19 Compensatory Education Plan Administrator and OSEPS Director
July 7, 2023	Submit detailed plan for completing all COVID-19 compensatory education considerations by August 18, 2023, to their assigned PSL and Region Office (i.e., region assistant superintendent and region executive principal)	Schools with less than 100% of compensatory education considerations

		completed by June 16, 2023
August 18, 2023	Complete COVID-19 Compensatory Education Considerations for all required students	All Schools

Best regards,

*Michelle Boyd*

Michelle Boyd, Ed.D.  
Assistant Superintendent, Special Services  
8270 Willow Oaks Corporate Dr.  
Fairfax, VA 22031  
(571) 423-1300

**CONFIDENTIALITY NOTICE:** The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.