

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student DOB: \_\_\_\_\_ Resident District: \_\_\_\_\_  
 Student Grade: \_\_\_\_\_ Resident School: \_\_\_\_\_  
 Parent(s) Name: \_\_\_\_\_ Attending School: \_\_\_\_\_

Eligibility    ☐ Eligible due to Child Find    ☐ Eligible under IDEA    ☐ Eligible under Section 504

After a student's placement on an abbreviated school day program, school districts must ensure that the IEP or 504 team reconvene for an initial review meeting no sooner than 25 calendar days and no later than 35 calendar days to review the placement. After that initial review meeting, the IEP or 504 team must meet no less frequently than every 30 calendar days while the student remains placed in an abbreviated school day program, unless the parent consents to meet less frequently.

Notwithstanding that consent, if a parent or foster parent requests a meeting to discuss their child's placement on an abbreviated school day program, the school district must convene an IEP or 504 team meeting within 14 calendar days of receiving that written request. In no event may meetings after the initial review meeting be held less frequently than:

- Once every 90 calendar days for a student with an individualized education program.
- Once every year for a student with a 504 Plan.
- Once every year for a student who is enrolled in a virtual public charter school that operates in compliance with ORS chapter 338 and who has meaningful access to the same number of hours of instruction and educational services as the majority of other students who are not disabled students and who are in the same grade within the school.
- Once every year for a student receiving educational services in a pediatric nursing facility as provided in ORS 343.941.

**Describe the proposed alternative meeting schedule, including the next anticipated meeting date:**

### Parent or Foster Parent Provides Consent

*By signing below, I acknowledge that I have read, understood, and agree with the statements above. I **AM** **providing** informed and written consent to the meeting schedule described above for my child.*

\_\_\_\_\_  
 Parent or Foster Parent Name                      Signature                      Date

### Parent or Foster Parent Denies Consent

*By signing below, I acknowledge that I have read, understood, and agree with the statements above. I **AM NOT** **providing** informed and written consent to the meeting schedule described above for my child.*

\_\_\_\_\_  
 Parent or Foster Parent Name                      Signature                      Date

## Instructions for Using the Informed and Written Consent for Extending Abbreviated School Day Program Meeting Timeline Sample Form

ODE intends this sample form as a support for school districts implementation of SB 819, related to SB 819's requirements for an IEP or 504 Team's review of abbreviated school day program placements, and the parent or foster parent's option to extend the timeline between meetings that would otherwise be required to be held no less frequently than every 30 calendar days. This specific form is designed to support school district's implementation of Section 4 (2) (b) of SB 819, which requires that:

(b) Hold a meeting of the student's individualized education program team to review the student's abbreviated school day program as described in paragraph (c) of this subsection. During the school year, a meeting must be held: (A) No fewer than 25 calendar days and no more than 35 calendar days after the initial placement on the abbreviated school day program. (B) No less frequently than once every 30 calendar days, starting after the meeting described in subparagraph (A) of this paragraph, **unless the parent or foster parent provides written consent to meet less frequently than once every 30 calendar days.** Notwithstanding written consent provided under this subparagraph: (i) In no event may a meeting be held less frequently than: (I) Once every 90 calendar days for a student with an individualized education program, starting after the meeting described in subparagraph (A) of this paragraph; (II) Once every year for a student with a 504 Plan, starting after the meeting described in subparagraph (A) of this paragraph; (III) Once every year for a student who is enrolled in a virtual public charter school that operates in compliance with ORS chapter 338 and who has meaningful access to the same number of hours of instruction and educational services as the majority of other students who are not disabled students and who are in the same grade within the school, starting after the meeting described in subparagraph (A) of this paragraph; or (IV) Once every year for a student receiving educational services in a pediatric nursing facility as provided in ORS 343.941, starting after the meeting described in subparagraph (A) of this paragraph; and (ii) A meeting must be held within 14 calendar days of a parent or foster parent requesting a meeting. (**Emphasis added.**)

ODE suggests using the *Informed and Written Consent for Extending Abbreviated School Day Program Meeting Timeline* sample form for that purpose.

While ODE's sample forms aim to support effective implementation of SB 819, no form alone ensures compliance with legal requirements or enables effective implementation. Accordingly, school districts should seek legal counsel as appropriate in order to ensure compliance with all state and federal laws, including SB 819, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA).

Please follow the steps below to complete the form:

1. **Complete the Student Information:** Fill in the student's name, date of birth, resident district, grade, resident school, attending school, and parent(s) name. Check the appropriate box under "Eligibility" based on the student's status.
2. **Identify the Reason for Placement:** Check the box that best describes the reason for the student's placement in an abbreviated school day program. If "Other" is selected, provide a detailed description of the reason.
3. **Propose a Meeting Schedule:** Based on the requirements of Senate Bill 819, propose a meeting schedule for the IEP or 504 team to review the student's placement. This schedule should include anticipated meeting dates and ensure that the team meets no less frequently than required by the law.

4. **Parent or Foster Parent Consent:** The parent or foster parent must read and understand the proposed meeting schedule. They must then sign and date the form under the appropriate section ("Parent or Foster Parent Provides Consent" or "Parent or Foster Parent Denies Consent") to indicate whether they are providing or denying consent for the proposed meeting schedule.
5. **Distribution of the Form:** Once the form is completed, it should be distributed to all relevant parties, including the student's parents or foster parents, the student's IEP or 504 team, and any other relevant school district staff. A copy of the completed form should also be kept in the student's educational records.
6. **Follow-Up:** If the parent or foster parent denies consent, the school district must meet at least every 30 calendar days, as required by SB 819. If the parent or foster parent provides consent, the school district must ensure that the proposed meeting schedule is implemented.

Please remember that this is a sample form provided by ODE for reference. School districts may use this form or develop their own form that enables the district to meet the requirements of all state and federal laws, including the ADA, Section 504 of the Rehabilitation Act, and the IDEA. ODE recommends that school districts seek legal counsel in establishing implementation and documentation procedures related to SB 819 to ensure implementation in a manner that meets state and federal requirements consistent with local context.

**Disclaimer:** This document is a sample form provided by the Oregon Department of Education (ODE) as a reference tool to assist school districts in implementing the requirements of Senate Bill 819. Its use is not mandatory. School districts may choose to use this form, develop their own, or adapt it to their specific needs to ensure compliance with all state and federal laws, including the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and the Individuals with Disabilities Education Act (IDEA). ODE strongly recommends that school districts seek legal counsel when establishing implementation and documentation procedures related to SB 819 to ensure they are implemented in a manner that meets state and federal requirements consistent with local context.