

Dear [Parent or Foster Parent Name],

This notice is to provide you with information about abbreviated school day program placements under Senate Bill 819 (2023). Prior to any discussion where an IEP or 504 team considers placement on an abbreviated school day program, we need to inform you of your rights as a parent.

SB 819 ensures that:

- Your student has the right to access the same number of hours of instruction and educational services as others in the same grade within [School District's Name].
- School districts are not able to unilaterally place students on abbreviated school day programs.
- Parents and foster parents have the right to revoke their informed and written consent for an abbreviated school day program placement at any time.

Please let me know if you have any questions about these rights. I look forward to meeting and determining the best educational program to meet [Child's Name]'s needs.

Sincerely,

[Your Name]
[Contact Info]

Parent or Foster Parent Acknowledgment

- ☐ I acknowledge that I received the above information related to abbreviated school day program placements in a language and format accessible to me as required by SB 819 (2023).
- ☐ I have not yet been notified of this information in a language and format accessible to me and need further assistance in understanding the information included in this document.

Signature

Name (Printed)

Date

Instructions for Using the Notice and Acknowledgement of Information Prior to Initial Consideration of an Abbreviated School Day Program Sample Form

ODE intends this sample form as a support for school districts implementation of SB 819, related to the Act's requirements for provision of information prior to discussion of an abbreviated school day program. This specific form is designed to support school district's implementation of Section 3 (4) of SB 819, which requires that:

- (4) The school district receives a signed acknowledgment from the parent or foster parent acknowledging receipt of the written statement described in subsection (2) of this section.

Section 3 (2) of SB 819 reads:

- (2) Prior to the discussion of the abbreviated school day program placement, the school district provides a written statement to the student's parent or foster parent in a language and format accessible to the parent or foster parent informing the parent or foster parent of: (a) The student's right to have meaningful access to the same number of hours of instruction and educational services as the majority of other students who are in the same grade within the student's resident school district; (b) The prohibition on the school district to unilaterally place a student with a disability on an abbreviated school day program; and (c) The parent's or foster parent's right, at any time, to withdraw consent for an abbreviated school day program placement or to request a meeting of the student's individualized education program team to discuss whether the student should no longer be placed on an abbreviated school day program.

ODE suggests using the **Notice and Acknowledgement of Information Prior to Initial Consideration of an Abbreviated School Day Program** sample form to meet the requirements of Section 3 (4). Information in brackets in the sample form should be replaced with the applicable personalized information in light of the child's circumstances.

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. **Distribution:** This letter includes information school districts must share with parents prior to the discussion of an abbreviated school day program placement.
2. **Documentation:** Document provision of this information to the parent or foster parent. Districts may wish to maintain a copy of the letter in the student's educational records.

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.