STUDENT ATTESTATION

- All attestation procedures must be completed prior to the student receiving in-person services. Please see the Student Attestation Protocol (add link when ready) for further information.
- Each scheduled day, students/families complete form by reviewing, signing, and dating prior to arriving at their designated school to receive special education services.

SCHEDULING STUDENTS

- School staff create an arrival and departure schedule for all students scheduled for in-person services.
- The time and location used for each student regarding drop-off/pick-up should support state and local social distancing requirements as described in the COVID-19 Site Supervisor Toolkit.
- An arrival and departure window of time is established, assigned, and communicated for each student to accommodate their individual in-person services.
- The in-person services case manager for each student will be responsible for communicating the window of time with each student and their family.
- The time range and drop-off/pick-up location is communicated by the in-person services case manager and understood by the student’s family and student prior to the first day of in-person services.

FAMILY DROP OFF / PICK UP

- An identified member of the student’s special education services team will greet the student at the designated drop-off/pick-up location.
- The staff member will request the completed paper copy of the student attestation form for that school day.
- The staff member receiving the student will review the attestation form prior to the parent/guardian leaving in the event the student isn’t able to meet health requirements for in-person services.
- If the student doesn’t have the paper copy of the student attestation form completed when they arrive, the receiving staff member will complete the student attestation form and temperature check with the assistance of the parent/guardian and student.

STUDENT ARRIVAL BY VENDOR TRANSPORTATION OR UNACCOMPANIED

- An identified member of the student’s special education services team will greet the student at the designated drop-off/pick-up location.
- The staff member will request the completed paper copy of the student attestation form for that school day. If riding the bus with a bus monitor, they will hand the completed attestation form to the staff member.
- If the student doesn’t have the paper copy of the student attestation form completed when they arrive, the receiving staff member will accompany the student to the isolation room so that the student attestation form may be completed over the phone with the assistance of the parent / guardian and student as well as a temperature check.
- For non-English speaking students, the receiving staff member needs to be prepared to use Linguistica to complete the attestation process if they are unable to speak in the student’s/families’ native language.