



March 14, 2020

VIA FIRST CLASS MAIL AND EMAIL

**RE: Prior Written Notice Re School/District Closure to Prevent/Contain the Spread of COVID-19 (Coronavirus)**

Dear Parent(s)/Guardian(s) of a Student with Special Needs,

This letter is written prior notice by the South Pasadena Unified School District ("District"), pursuant to 34 CFR § 300.503, of the closure of your student's school beginning March 16, 2020, and estimated to last through March 27, 2020. In addition, District schools will be closed for Spring Break the week of Monday, March 30, 2020.

The District has determined that it is necessary to close its schools to prevent/contain the spread of COVID-19, in consultation with the Center for Disease Control ("CDC"), California Department of Education ("CDE"), Department of Public Health ("DPH"), and LA County Office of Education ("LACOE").

During the pendency of the school closure, no students will be receiving any supports or services from the District. Your student's special education supports and service will resume when the school re-opens.

In making its determination, the District reviewed and considered the following:

- Recommendations from CDC;
- Recommendations from CDE;
- Recommendations from DPH;
- Recommendations from LACOE.
- All other relevant information available to the District.

As parents/guardians of a special-needs student, you have procedural safeguards. Please find a copy of the Parent's Rights/Procedural Safeguards handbook enclosed/attached. The sources you may contact to obtain assistance in understanding the provisions of the procedural safeguards are:

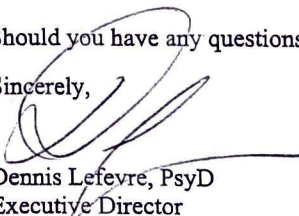
West San Gabriel Valley SELPA  
11204 Asher St.  
El Monte, CA 91731

and

California Department of Education (CDE)  
1430 "N" Street, Suite 2401  
Sacramento, CA 95814

Should you have any questions concerning the above, do not hesitate to contact me.

Sincerely,

  
Dennis Lefevre, PsyD  
Executive Director  
SPUSD Student Support Services