

Intradistrict Communication

DATE: September 5, 2020

TO: All Principals
All Special Education Staff

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education
Brian King, Principal, River's Edge

SUBJECT: ASPEN Training For Special Education Personnel 2020-2021

ASPEN training will continue to be required for all licensed special education teachers, SLPs, school psychologists, elementary school counselors, and for all instructional assistants in SEB and Autism self-contained support classrooms during the 2020-2021 school year. First year staff and staff that have not completed the full certification ASPEN training should register for the training on JPLS. Training dates and times are attached to this memo.

Although not required, instructional assistants working in any other special education setting may choose to attend ASPEN at the discretion of their building administrator.

If you have more than one teacher or instructional assistant that needs to attend, please consider having them attend on separate days in order to maintain adequate coverage in your school. The Special Education Department will cover the costs of substitutes for licensed special education teachers that will be attending the full certification under budget code 1292. Instructional assistants will be asked to use True Time to record their typical workday hours on the day of the training. Any additional hours spent in the training above their typical workday will need to be recorded on a time sheet.

Class sizes for the full certification will be limited based on the location of the training in order to promote physical distancing. Participants will not be engaging in the physical components associated with ASPEN training at this time. Participants should plan on wearing a mask while attending the class.

Staff that participated in a full certification ASPEN training during the previous school year should plan on taking an ASPEN recertification class that will be offered online. Those who completed the ASPEN recertification course last school year should plan on participating in the third step of ASPEN, which will be offered via Canvas. More information regarding these recertification courses will be forthcoming.

Mandt training will continue to be required at Kauri Sue Hamilton and River's Edge School. Personnel at these schools do not need to attend ASPEN. Others wishing to keep their Mandt training current may do so; however, participation is not mandatory and teachers and instructional assistants will not be compensated for their attendance.

For questions please contact:
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