

Intradistrict Communication

DATE: September 12, 2024

TO: Elementary Principals
Elementary Special Education Teachers

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education
Brian King, Assistant Director of Special Education

SUBJECT: Open Office Hours for Elementary Teacher Specialists

The special education elementary teacher specialists will be available one Friday each month for “Open Office Hours” in order to assist teams and individual teachers with IEP paperwork and related questions. If a teacher would like to take advantage of this opportunity, you may come in person or you may join a Zoom in order to get the assistance that they need.

As always, teachers may also contact the special education teacher specialist assigned to their school to schedule an individual consultation as needed.

The schedule for Open Office Hours as well as locations and the Zoom link can be found below:

- Friday, September 20th from 1:30-3:30, ASB PDC 101
 - 1:30-2:30 How to create an IEP in Embrace (step-by-step)
 - 2:30-2:45 Data review and consent demonstration
 - 2:45-3:30 Individual consultation

- Friday, October 18th from 1:30-3:30, District Office Room 129
- Friday, November 22nd from 1:30-3:30, District Office Room 129
- Friday, December 13th from 1:30-3:30, ASB PDC 101
- Friday, January 17th from 1:30-3:30, District Office Room 129
- Friday, February 21st from 1:30-3:30, District Office Room 129
- Friday, March 21st from 1:30-3:30, District Office Room 129
- Friday, April 25th from 1:30-3:30, ASB PDC 101
- Friday, May 16th from 1:30-3:30, District Office Room 100 Main Entrance

Zoom Link for those who would like to attend virtually
<https://uetn-org.zoom.us/j/86976742627>