

# Intradistrict Communication

DATE: August 7, 2023

TO: All Principals

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

SUBJECT: Providing a Consistent Space for Itinerant Service Providers

As the school year begins, please be mindful that the itinerant service providers assigned to your school require a consistent and viable space to work with the students that they are assigned to in your school. These service providers include OTs, PTs, Hearing & Vision, etc. The services that these professionals provide are required by students' IEPs and 504 plans and aid in students being able to engage more effectively in instruction and other related activities. These providers serve students in multiple schools each day and have very tight schedules. If they are required to spend time locating a space to serve students each time they arrive at a school, or if they are unexpectedly moved from a space, it can greatly affect their ability to provide these required services to each of the students that they are assigned to.

Please be sure to work with your itinerant service providers at the start of the school year to identify a consistent viable space where they can serve the students at your school. If you need to change that space during the school year, please notify the itinerant service providers well in advance.

Also, as you plan for the year and additional staff to your school, please keep in mind that Speech Language Therapists are an integral part of your faculty and need space to work with small groups and individual students.

We appreciate your support in these efforts.