

Districts within Oklahoma are looking at alternatives to a 5 day school week as a response to budget cuts within education. Students receiving services for an Individualized Education Program (IEP) may be affected by a district-wide change. The teacher of record may need to address changes on a student’s IEP to reflect accurate services offered for a student with a disability. Caution: The amount of **services should not be reduced** to reflect the shortened school week, just service time distributed over 4 days rather than 5.

1. The length of a school week within OK EdPlan is defined as 30 hours per week. If a change is needed, OK EdPlan administrators can change the definition per school.

Select Main Menu: My Schools: School Name

Change the length of the school week. Choose “Update the Database” to save. Note: This is a change for all students within the school site.

The screenshot shows the OK EdPlan interface. On the left, there is a 'Message of the Day' section with an 'OSDE State Dept. Update' regarding IEP services. Below that is a 'My Compliance' section with a pie chart. On the right, the 'My Schools' section lists five schools, with 'Sample School' selected. To the right of the main interface is a detailed form for 'Sample School' with fields for School Name, Abbreviation, School Code, Type of School, Length of School Week (set to 30.00 hours), Address, City, State, ZipCode, Phone Number, Fax Number, and E-Mail Address. A red box highlights the 'Length of School Week' dropdown menu, and another red box highlights the 'Update the Database' button at the bottom of the form.

2. Service page of an IEP in OK EdPlan

An IEP team may reflect that a service would be 5 sessions per week. If a school district goes to a 4 day school week, then 5 sessions of services would have to be offered for the student over the 4 day period with no change to the IEP.

Specially Designed Instruction:	Service Type	Number Sessions	Session Length
Reading Comprehension	Direct instruction	5 per week	45 min

The IEP team could have an IEP addendum to change the number of sessions to 4 sessions per week (with an increase in session length to address the same level of service).

Specially Designed Instruction:	Service Type	Number Sessions	Session Length
Reading Comprehension	Direct instruction	4 per week	56 min

- If an individual student has a shortened day (different than non-disabled peers), the total amount of the student's day is recorded on the student's services page of the IEP Process.

**Is this student's instructional week the same length as nondisabled peers?**

Yes  No

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**If no, what is the total length of the student's instructional week?**

	30	HR
		MIN

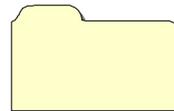
- Process of an IEP addendum:

- Parent Contact 
- IEP (change necessary information)  
- Create Draft 
- Select Meeting Purpose: IEP Addendum.
- Select meeting date and begin date. End date will not change.

Meeting Purpose:	IEP Addendum <span style="float: right;">▼</span>
Meeting Date:	03/11/2016 
Begin Date:	03/11/2016 
End Date:	08/05/2016



- Print Draft IEP
- IEP team signs documents (a meeting is not required because services were not altered, but a meeting can be offered)\*
- Provide Written Notice
  -   OK - Meeting Invitation 
- Provide copy of IEP addendum and Written Notice to parent
- Create Final of the IEP addendum 
- Print Contact Log and Written Notice
- Place Draft IEP addendum with signatures, contact log, and written notice in student's confidential file.



*\*Note: If substantial changes are necessary to the IEP, such as service placement, the IEP must be conducted as a "Subsequent IEP"*