

# SCHOOL DISTRICT OF HARTFORD JOINT NO. 1

DEDICATED TO THE SUCCESS OF EACH STUDENT

CITY OF HARTFORD, TOWNS ADDISON, ERIN, HARTFORD – WASHINGTON COUNTY · TOWNS ASHIPUN, RUBICON – DODGE COUNTY  
HARTFORD, WISCONSIN 53027

## PRIOR WRITTEN NOTICE

This document provides you prior written notice of the Hartford Jt. 1 School District's decision with respect to special education and related aids and services for your student during the period of school closure as a result of COVID-19. This is being provided pursuant to Wis. Stat. §§ 115.792(1)(b) and 115.792(2) and the applicable provision of the Code of Federal Regulations, 34 CFR §300.503(a).

On March 13, 2020, the Governor of the State of Wisconsin ordered all public and private schools in the State of Wisconsin to close effective March 18, 2020. The Hartford Jt. 1 School District began this closure on March 16, 2020. Per Governor Order, the schools shall remain closed for the duration of the public health emergency or until a subsequent order lifts the restriction.

The District began providing educational services through virtual instruction to students on March 17, 2020. In compliance with guidance from the United States Department of Education (DOE) and the Wisconsin Department of Public Instruction (DPI), the District is working to provide to your student, to the greatest extent possible, special education and related services identified in his/her IEP developed under the Individuals Disabilities Education Act (IDEA) [or Section 504 Plan developed under the Rehabilitation Act of 1973]. As DOE and DPI have recognized, however, the District may not be able to provide some services through virtual instruction. When that occurs, the District will reconvene the IEP team once school resumes and determine whether additional services are necessary.

During the period of school closure, the District will continue to explore additional options for virtual learning and will work with each family to identify additional services or educational resources that may be provided to our students.

Please be aware that you and your student have protection under the procedural safeguards (rights) of special education law. The District must provide you with a copy of your procedural safeguards at least once per year. The District gave you a copy of these rights by mailing earlier this year. I am enclosing another copy of the [procedural safeguards](#) with this letter.

In addition to District staff including me, you may also contact the Wisconsin Department of Public Instruction at 608-266-1781 or Disability Rights Wisconsin at 131 W. Wilson St., Suite 700, Madison, WI, and phone 608-267-0214 if you have questions about your rights.

Sincerely,



Laura Schieffer  
Director of Special Education and Pupil Service  
[schieffer@hjt1.org](mailto:schieffer@hjt1.org)