



IEP/504 Guiding principles for NCVPS Teachers and DLAs

1. School DLAs will verify whether the IEP/504 has been checked in the students' information within the registration system (View All Students→Edit Icon on right of student's name). The school DLA will update student information as needed.
2. School DLAs will acquire copies of all 504/IEP plans.
3. NCVPS instructors will need to be aware of students' IEP/504 plans. When rosters are populated in Blackboard, instructors will be able to see if a student has an IEP/504, provided that information was checked by the DLA.
4. NCVPS instructors and school DLAs will meet all modifications and/or 504/IEP goals as detailed in such documents
 - a. School level DLA will contact teacher via phone call to report modifications.
 - b. NCVPS instructor will provide an e-mail follow-up that explains the modifications they can meet and which ones they cannot meet because of the constraints of the online environment and how they will meet those modifications.
 - c. The school DLA will provide a final e-mail that explains not only the instructor's role but also their role in meeting the rest of the modifications.
 - d. NCVPS instructor and school-level DLA will include the following stakeholders in all communication regarding the students' IEP/504 plans: the parent, the principal, the Central Office DLA (or Central Office EC director) the school's EC department chair, and the district's/school's NCVPS Regional Consultant)
5. NCVPS instructors and DLAs (or designee) must be represented at related meetings and/or participate in them through communications and feedback with the LEA IEP team.
 - a. School –level DLA notifies instructor of times and call in number for IEP/504 meetings with all stakeholders
 - b. NCVPS instructor will provide e-mail confirmation of attendance.
6. NCVPS instructors will provide monthly reports to the related DLAs as to student progress on 504/IEPs related to student success. (Copy all stakeholders in the monthly report as indicated in 3.c above).
7. NCVPS instructors and/or school-level DLAs will participate in weekly updates to the LEA if a student issue is unresolved at the local LEA level so that our

compliance behavior and actions meet all OCR standards for instruction and student support.