

COVID-19 SCHOOL CLOSURES SCHOOL SERVICES TRACKER

KEEP TRACK OF HOW SCHOOL CLOSURES AFFECT YOUR CHILD

Schools have closed across the nation and shifted to distance education as a result of the COVID-19 pandemic. Use this tool to keep track of your child’s educational experience to ensure they stay on course and meet their academic goals.

If your child receives special education services at school, keeping a daily log is especially important. Under current law, schools may need to provide your child “compensatory education” – to make up for lost special education services – when schools reopen. You can use this tool to record how often your child receives services, how long they last, and whether they help your child learn. Be sure to note their progress. Is it slowing, continuing as usual, or reversing course? When schools reopen, present this tracker to your child’s school to determine the compensatory education services they may be entitled to receive.

COMPLETING THE TRACKER

The tracker contains space for you to record the services your child received and the educational work performed.

1. **Date**—Record the date the service was offered or provided.
2. **Type of Learning/Service**—Identify the type of service or learning opportunities the school provided. Examples include required schoolwork, optional schoolwork, virtual class sessions, special education services, meeting with IEP or 504 teams, meeting with special education providers, counseling, or school meals. You can also use the tracker to record self-created or self-directed learning opportunities. You can then compare the work you created to the work the school offered.
3. **Time Spent**—Record how long the activity, assignment, or service took.
4. **Description of Learning or Service**—Include a short description of the service or learning opportunity. Also note how the service or learning opportunity was delivered, such as email, website, worksheet packet, or videoconference.
5. **Student’s Progress and Experience**—Record your child’s experience of the learning opportunity or service. Did they enjoy it? Did they find it too difficult? Was it effective? Any challenges accessing this material? Did they receive necessary accommodations? Did they see academic progress or learning loss?

STUDENT NAME _____

GRADE _____

SCHOOL _____

Date	Type of Learning/Service (i.e., Required school work; Optional school work; Special Ed. Service; Meals; Other)	Time Spent	Description of Learning/Service	Student's Progress & Experience (Challenges to accessing materials; interactions with school staff; student progress; any other relevant information)
Example 03/23	<i>Required school work</i>	<i>1.5 hrs</i>	<i>1 hr: Math assignment from website subtracting 100's. 0.5 hr: Read Chapter 1 of "A Separate Peace." Answered questions from paper packet.</i>	<i>My son had trouble learning a new math concept. He was distracted while reading.</i>

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CONTACT US

We're interested in hearing about your experience using this tracker. Please email comments and questions to us at cradmin@splcenter.org. Please remember that this tracker is provided as a tool for students and families. Nothing in it constitutes legal advice. Using it doesn't mean that SPLC attorneys can, will, or do represent you.