



Dr. Anna Eberwein-Tupper	Director of Student Support Services	January 24, 2023
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In A Minute....

Dear Parents/Caregivers,

Happy Tuesday!

Please see below updates from the Special Education Department to be read "In A Minute or Less..."

1. Thursday, February 9th/SEPAC Meeting: The Norfolk Special Education Parents Advisory Council (SEPAC) - This month's special guest is Mrs. Jill Levy, Extended School Year Coordinator/Summer 2023.

2. Staffing: We have filled two (2) instructional assistant positions this month and welcome aboard:

- Mrs. Lisa Dacko is working collaboratively with Ms. Kara Strang at the H. Olive Day School. Mrs. Dacko has a Master's Degree in Special Education and is re-entering the profession after spending several years at home raising her family and;
- Ms. Morgan McCarthy is working collaboratively with Ms. Carly Siebert at H. Olive Day School. Ms. McCarthy has an undergraduate degree in Psychology and is currently in a Master's Program pursuing a degree in special education.

Welcome Lisa and Morgan!

3. Electronic Progress Reports/Preschool and Kindergarten/Friday, January 27, 2023

The Special Education Office is trialing electronic dissemination of preschool and kindergarten progress reports to be emailed this Friday. Important information to note:

Ensure we have your most current email address by completing this survey if you have not done so already (click link to complete: <https://forms.gle/zx8Pd3ZdKKNVe9tu5>).

Review the directions below, in order to access your electronic progress.

If you do not receive a progress report by the end of the day on Friday, please email Mrs. Kathy Haley (haley@norfolk.k12.ma.us) and Mrs. Shannon Brady (sbrady@norfolk.k12.ma.us) and they will work with you to problem solve.

DIRECTIONS: This Friday, January 27th your child's electronic progress will be emailed to your primary email address.

On Friday, you will receive two emails:

- First email: This email will contain the progress report as a password-protected PDF.
The sender email is: print - (print@esped.com)
The subject will say: Report mailed from eSped

- Second email: This email will contain a one-time password to open the protected PDF document in the first email.
The sender email is: printing - (printing@esped.com)
The subject will say: One time use password for file sent from esped.:01/18/2023 09:32:01
(the date/time will be different - this is just an example)

To open the document you will need to click on the password protected PDF and you will be prompted to enter a password. The password will be your child's first name (all lowercase) plus the one-time password that is provided in the second email (no spaces). Example: If your child's first name is Joseph and the one-time password is: xY18a8CIK7Pj you would enter josephxY18a8CIK7Pj when prompted for a password.

If you have more than one child receiving special education services, you will get an email for each child. The email will identify the child by referencing the birth year of the child.

Feel free to reach out with any questions (508) 541-5478 x 2248. Thank you for supporting us as we approach establishing a new process!

Anna