

1-31-08

Superintendent
School District
500 N Grand Ave.
Any City IA 50616

Director of Special Education
Area Education Agency
Whata Drive
Somewhere Iowa 50613

Re: A Formal Request for Supports and Services or Written Parental Notice
Required by the Individuals with Disabilities Education Act

Dear Educators:

I am the parent of _____, born _____ who is a _____ student in the
_____ School District, within the _____ Area Education Agency.

Recently your agency has contacted the County Attorney to pursue truancy charges against me. As your educational records should reflect, I have partnered with the school on many interventions, without success, in order to rectify the situation. I believe that _____'s behavior could be a manifestation of (his)disability, and that this is significantly impacting his education. I also think he may be frustrated academically. Therefore, I would like to request any assessments that would be appropriate to determine if some additional supports and services may be available for him behaviorally and academically.

If you wish to deny my request I believe your action constitutes a refusal "to . . . change . . . the provision of a free appropriate public education to a child" within the meaning of the Individuals with Disabilities Education Act § 1415(b)(3) and 1415(c). Accordingly, it is my understanding that I am entitled to receive a written notice that explains the reasons for this decision within a reasonable time so that I have the information I need to decide whether I want to formally challenge the decision. Please accept this letter as my formal request for my written prior notice.

I have been advised that to meet the requirements of the IDEA regulations (34 C.F.R. § 300.503), your written notice must contain all of the following elements:

- a description of the action that is being proposed or refused;
- an explanation of why the agency proposes or refuses to take action;

- a description of any other options the agency considered and the reasons why those options were rejected;
- a description of each evaluation procedure, assessment, record, or report that the agency is using as a basis for the their decision; and
- a description of any other factors that are relevant to the agency's proposal or refusal.

Thank you in advance for your prompt attention to this matter that is of great importance to my child's educational progress. You can reach me during daytime hours at _____ or at the mailing address shown below.

Sincerely,

Parent Signature
Address