

Requesting written notice on a proposal

(Date)

(Name of principal/AEA special education director)

(Name of School/AEA)

(Address)

Dear Educators,

I am the parent of (name of child) who attends (grade) at (school) in the (name) Community School District. Recently your agencies have proposed that (state what the school wants to do that you disagree with/see suggested inserts). I disagree with this proposal.

It is my understanding, that I am entitled to written notice explaining the reasons for this proposal within a reasonable time. It is also my understanding that to meet the legal criteria for written notice, your written response must contain:

- An explanation of why your agencies make this proposal;
- A description of any other options considered and the reasons why the options were rejected;
- A description of each evaluation procedure, test, record or report used as a basis for making the proposal; and
- A description of any other factors that are relevant to the proposal.

Thank you in advance for your time and trouble. It is my hope that this disagreement can be resolved informally.

Sincerely,

Jill Jones

Cc: Superintendent
Principal
AEA Special Education Director
Parent file