Dear _______________________________

Date ________________

On ________________ you requested that the ___________________________ School District take / not take the following action regarding your child _______________________________

This notice is to inform you that the ___________________________ School District

[ ] Proposes the following action regarding your request (explain, including options considered, if any, and reasons rejected)

[ ] Refuses your request (explain, including options considered, if any, and reasons rejected)

You and your child have protection under the procedural safeguards (rights) of special education law. The school district must provide you with a copy of your procedural safeguards once a year. Enclosed is a copy or earlier this year you received a copy of your procedural safeguard rights in a brochure about parent and child rights. If you would like another copy of this brochure, please contact the district at the telephone number above. In addition to district staff, you may also contact ___________________________ at _____________________ if you have questions about your rights.

Sincerely,

_____________________________________
Name and Title of District Contact Person