

RESPONSE TO AN ACTIVITY REQUESTED BY PARENT/GUARDIAN

_____ **SCHOOL DISTRICT**

(If you need this notice in a different language or communicated in a different way or have questions about this notice, please contact

_____ at _____.)
Name Phone Number

STUDENT'S NAME: _____

Date: _____

Dear _____,

On _____ you requested that the school district **initiate** or **not initiate** the
Date
following action regarding your child's educational program:

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):

- Declines 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. Previously 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 school district at the telephone number above.

If you have any questions regarding the district's response, please call me at _____.
Phone Number

Sincerely,

Administrator/Designee