

DATE

VIA EMAIL AND USPS

Principal
School
Street
Town, State, Zip Code

**Re: CHILD FULL NAME D.O.B
Request for In-Person Special Education Services**

Dear Principal,

I hope this letter finds you and your staff well. My child **NAME** is a **X** grade student at your school. On **[DATE]** the school district announced that it would be suspending in-person learning due to a rise in the COVID-19 positivity rate. **I am writing to request that my child continue to be prioritized for in-person learning.**

As you know, the U.S. Department of Education has stated that “State and local decisions that require schools to limit or suspend in-person instruction do not relieve school districts of the obligation to provide a FAPE to students with a disability...School districts should therefore continue to make individualized determinations as to whether students’ IEPs...need to be revised to ensure students with disabilities are provided a FAPE, including by identifying how the special education or related aids and services called for by a student’s IEP ...may be provided through a variety of instructional methods and settings.” (U.S. Department of Education Office of Civil Rights, *Questions and Answers for K-12 Public Schools In the Current COVID-19 Environment*, September 28, 2020).

I am requesting that the IEP team be reconvened to discuss how **[CHILD’S]** services will be provided to them during this closure period. Please contact me at **[phone number, email]** to schedule this meeting as soon as possible.

Thank you for your hard work during these unprecedented times. I hope we can work collaboratively to ensure my child receives the free and appropriate public education **he/she** is entitled to. Please do not hesitate to reach out to me with questions at phone number or via email.

Sincerely,

Name