

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Name of Special Education Director/Coordinator]

[Name of School District]

[District Address]

[City, State, Zip Code]

RE: Follow-up regarding [Student Name] - Meeting Held on [Date]

Dear [Name],

I am writing to follow up on our meeting dated [Date] regarding the [IEP/504 Plan/Evaluation Request] for my child, [Student Name]. During our discussion, the district expressed objections regarding [mention specific objection, e.g., the request for a 1:1 aide, specific therapy, or out-of-district placement].

I would like to formally address these objections. Based on [mention specific evaluation, medical report, or teacher observation], it is evident that [Student Name] requires these supports to receive a Free Appropriate Public Education (FAPE). Specifically, [provide 1-2 sentences of evidence supporting your request].

While I understand the district's concern regarding [mention district's reason, e.g., budget or staffing], the Individuals with Disabilities Education Act (IDEA) requires that placement and services be based on the individual needs of the student rather than administrative convenience or available resources.

I am requesting a written Prior Written Notice (PWN) explaining the district's refusal to provide the requested service, as required by 34 CFR § 300.503. This notice must include the data and evidence the district used as the basis for this refusal.

I remain committed to working collaboratively with the team to ensure [Student Name] has the tools necessary to succeed. I look forward to your response and to reconvening the team by [Date] to finalize an appropriate plan.

Sincerely,

[Signature]

[Printed Name]