

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Re: Legal Representation Agreement - Special Education Services for [Minor Child's Name]

Dear [Parent/Guardian Name],

This letter confirms that [Law Firm/Attorney Name] has been retained to represent the interests of [Minor Child's Name] regarding special education matters involving [School District Name].

1. Scope of Representation

Our services will include, but are not limited to:

- Reviewing educational records and evaluations.
- Attending IEP (Individualized Education Program) or 504 Plan meetings.
- Negotiating with school district personnel.
- Representing the student in due process hearings or mediation, if necessary.

2. Fees and Costs

[Detail fee structure: hourly rate, flat fee, or contingency]. Out-of-pocket expenses such as expert witness fees, travel, or filing fees will be billed separately to the client.

3. Client Responsibilities

You agree to provide all relevant documents, including previous IEPs and medical reports, and to keep us informed of any communication received from the school district.

4. Confidentiality

All communications regarding this matter are protected by attorney-client privilege. We will not disclose information to third parties without your express consent, except as required by law.

5. Termination

Either party may terminate this agreement at any time upon written notice, subject to ethical obligations and payment for services rendered to date.

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Attorney Signature]

[Attorney Name]

Consent and Agreement:

I, [Parent/Guardian Name], acting as the legal guardian for [Minor Child's Name], hereby agree to the terms set forth above.

Signature: _____ Date: _____