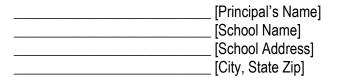
# **Templates and Samples**

- Request for Access to Technology
  <u>Sample Letter</u>
- Request for Continuous Language Learning Plan
  <u>Sample Letter</u>
- Request for a Meeting to Dispute a Grade
  <u>Sample Letter</u>
- Request for a Meeting to Dispute Attendance Record
  <u>Sample Letter</u>
- 5. Attendance Log Sheet Form
- 6. Request for IEP Evaluation<u>Sample Letter</u>
- 7. Request for IEP Team Meeting<u>Sample Letter</u>
- Request for Recovery Services
  <u>Sample Letter</u>
- 9. Asking about Discipline during Remote Learning
  <u>Sample Letter</u>
- Request for District COVID-19 Rules and Policies
  <u>Template Letter</u>

#### SAMPLE LETTER: REQUEST FOR ACCESS TO TECHNOLOGY

This is an example of what you can send to your principal or district official if you don't have the technology you need. As a sample, the letter has some made-up information about a fictional student and their technology needs. Put in your own information and needs before sending it to your school. You can also copy and paste the message into an email. Just put the student's name and birthday into the subject line, but the content of the letter can stay the same.

Date: November 17, 2020



Student's Name

Re: [Student's Name], Date of Birth [Student Birthday]

Dear [Principal Name],





Request Forms and Contact

My name is <u>[your name]</u>, and my child, [Student Name], is a student in your school. Due to COVID-19, your school is providing remote learning. Without in-person learning, I am worried [Student Name] is struggling to access her education because she lacks the necessary tools to attend school online, including a working laptop and internet connectivity. I am also worried that even with these tools, [Student Name] will struggle to use this technology effectively without support.

To ensure her access to remote learning, your school needs to provide [Student Name] with a laptop and a hotspot so she can participate in her classes and complete her assignments. [Student Name] will also need you to provide remote learning support by making school staff available via phone or by appointment to assist her with using this technology and to troubleshoot any issues she may have with her laptop.

Please send me any paperwork you require for these remote learning services. If you have any questions or require any further information, please do not hesitate to call me. I can be reached at (555)555-5555.

Sincerely,

## SAMPLE LETTER: REQUEST FOR CONTINUOUS LANGUAGE LEARNING PLAN

This is an example of what you can send to your principal if you are working with an ELL student or a family whose first language is not English. As a sample, the letter has some made-up information about a fictional student and their language needs. Put in your own information and needs before sending it to your school. You can also copy and paste the message into an email. Just put the student's name and birthday into the subject line, but the content of the letter can stay the same.

November 6, 2020

 [Principal's Name]
 [School Name]
 [School Address]
 [City, State Zip]

Identify the student

Identify yourself and the reason for the letter: Request for Continuous Language Learning Plan

Identify areas of concern in language access. Provide examples if you have them.

State what you expect to happen next

Contact information

Re: [Student Name], date of birth [Student birthday]

Dear [Principal Name],

I am writing in regards to [Student Name], an ELL student in your school. I am [Student Name]'s [Relationship to Student], and I believe that he needs help during this pandemic to continue his language learning. I also believe the family needs communication in our primary language. I am requesting that the school put together a continuous language learning plan per OSPI's recommendations about how to support English learners during school closures.

I am concerned that [Student Name] might need individualized student planning for both ELL and general education classes during this remote learning time. Specifically, I'm worried that he is not accessing technology effectively, and I am worried that the family is not understanding all the materials the school is sending home. For example, the information that the school sent about the start of remote learning was not in [Family Preferred Language], our first language.

I would like to meet with you and [Student Name]'s teachers to set up a continuous learning plan to address my concerns. Please contact me as soon as possible to schedule this meeting.

Thank you for your prompt attention to my concerns. If you have any questions, I may be reached at (555) 555-5555.

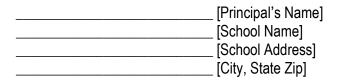
Sincerely,

# SAMPLE LETTER: REQUEST FOR A MEETING TO DISPUTE A GRADE

This is an example of what you can send to your principal or district official if you would like to challenge a grade. As a sample, the letter has some made-up information about a fictional student's grades. Put in your own information and needs before sending it to your school.

You can also copy and paste the message into an email. Just put the student's name and birthday into the subject line, but the content of the letter can stay the same.

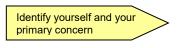
Date: November 6, 2020



Identify the student

Re: [Student Name], Date of Birth [Student Birthday]

Dear [Principal Name],



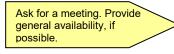
Provide more details

about your concern

My name is [your name], and I am the [Relationship to Student] of [Student Name], a student at your school. I am writing to inquire about [Student Name]'s grade in [Teacher and Class Name]. [Student Name] received a "F" in his math class for the Spring 2020 Semester.

As you know, last Spring, the Washington Office of Superintendent of Public Instruction (OSPI) prohibited districts from issuing "F" grades for the Spring 2020 Semester. Additionally, your district policy states that the middle schools and high schools will give out grades on an "A – C-" scale or

"incomplete," and students will get an "incomplete" must be allowed to complete a learning plan, credit retrieval, or appeal their incomplete mark in order to earn credit. Neither [Student Name] or I have been presented with any of these opportunities for him to earn the credit for this class.



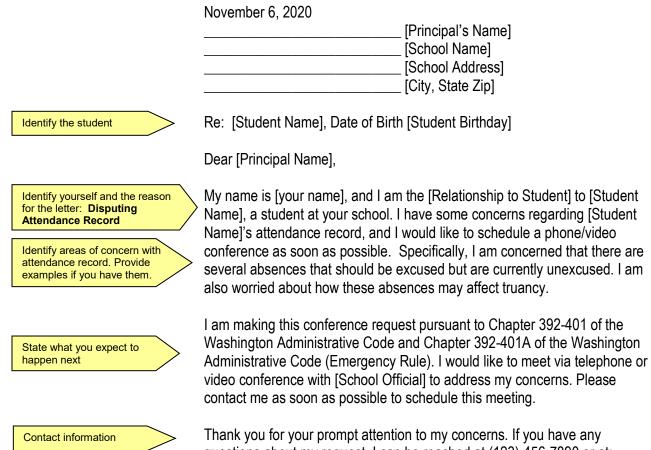
Provide contact information I am hoping that we can have a meeting to discuss the ways in which [Student Name] can earn the credit for his [Class Name]. Due to concerns about COVID-19 and social distancing, a virtual meeting would be preferred. I am typically available after 4 p.m. on most weekdays.

Thank you for your prompt attention to my concerns. If you have any questions or want to schedule a meeting, please call me at (555)555-5555.

Sincerely,

#### SAMPLE LETTER: REQUEST FOR A MEETING TO DISPUTE ATTENDANCE RECORD

This is an example of what you can send to your principal or district official if you would like to challenge an attendance record. As a sample, the letter has some made-up information about a fictional student's attendance situation. Put in your own information and needs before sending it to your school. You can also copy and paste the message into an email. Just put the student's name and birthday into the subject line, but the content of the letter can stay the same.



Thank you for your prompt attention to my concerns. If you have any questions about my request, I can be reached at (123)-456-7890 or at: <u>email@address.com</u>.

Sincerely,

# ATTENDANCE LOG

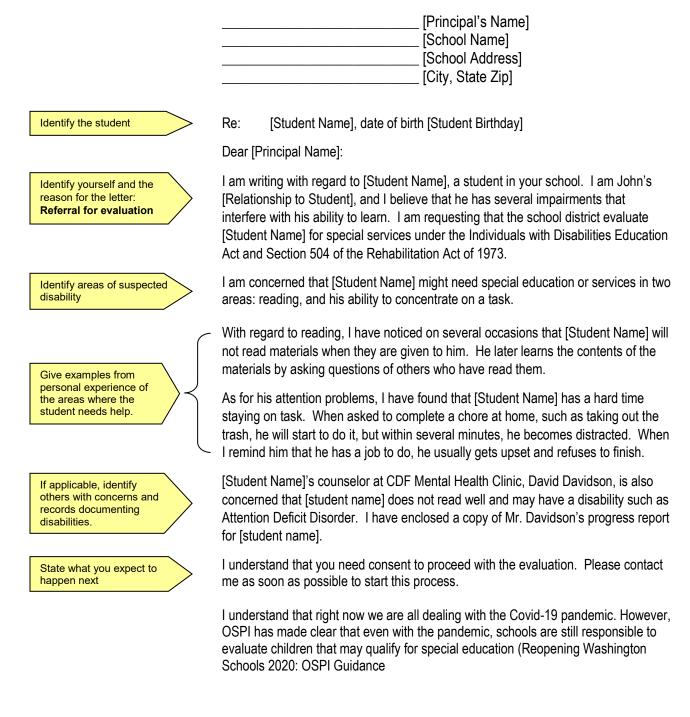
Date/Time of Tardy or Absence	Reason for Tardy or Absence	Who did you contact or what action taken

# SAMPLE LETTER: REQUEST IEP EVALUATION

This is an example of what you can send to your principal or district official if you would like to start the process for evaluating a student for special education eligibility. As a sample, the letter has some made-up information about a fictional student's disability, their needs, and their support team. Put in your own information and needs before sending it to your school.

You can also copy and paste the message into an email. Just put the student's name and birthday into the subject line, but the content of the letter can stay the same.

November 9, 2020



<u>https://www.k12.wa.us/sites/default/files/public/specialed/pubdocs/Reopening-WA-Schools-2020-SpEd-Guidance.pdf</u>) I am asking that the school exercises its responsibility here.

Contact information

Thank you for your prompt attention to my concerns. If you have any questions, I may be reached at (555) 555-5555.

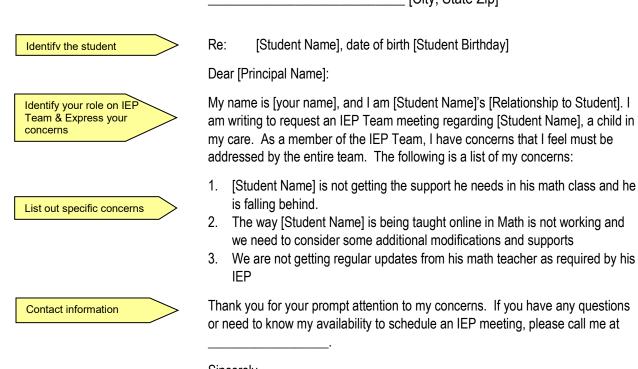
Sincerely,

# SAMPLE LETTER: REQUEST IEP TEAM MEETING

This is an example of what you can send to your principal or district official if you would like to meet with your IEP team. As a sample, the letter has some made-up information about a fictional student's special education needs. Put in your own information and needs before sending it to your school. You can also copy and paste the message into an email. Just put the student's name and birthday into the subject line, but the content of the letter can stay the same.

November 9, 2020

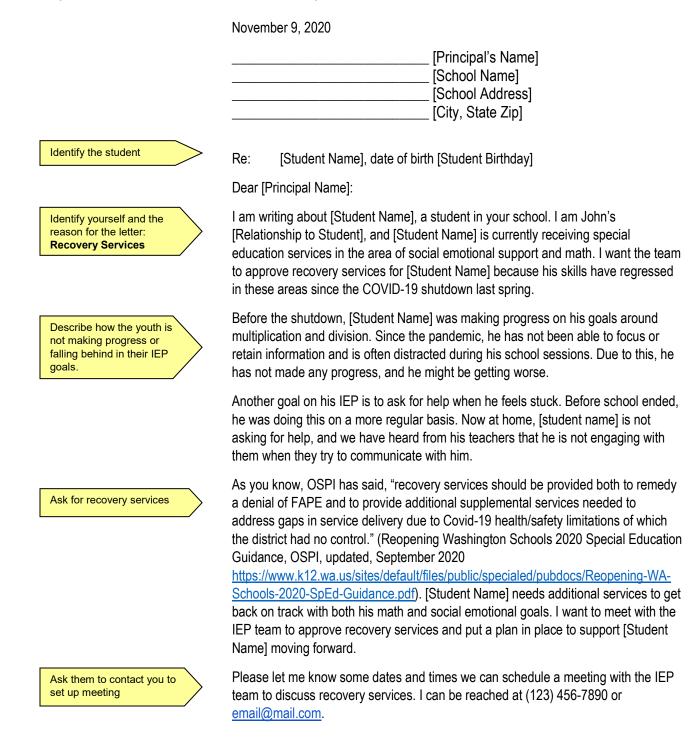
 [Principal's Name]
 [School Name]
 [School Address]
 [City, State Zip]



Sincerely,

#### SAMPLE LETTER: REQUEST FOR RECOVERY SERVICES

This is an example of what you can send to your principal or district official if you would like to get recovery services. As a sample, the letter has some made-up information about a fictional student's lack of progress during the COVID-19 shutdown. Put in your own information and needs before sending it to your school. You can also copy and paste the message into an email. Just put the student's name and birthday into the subject line, but the content of the letter can stay the same.



State who else you want at the meeting and their contact information

I would like you to invite Jess, his mentor, at this meeting, and her email is <u>xxxx.@gmailcom</u>. I would also like you to invite Jordan, his counselor, to the meeting. His email is <u>xxxx@yahoo.com</u>. Both of them have seen [Student name]'s struggle to make progress.

Thank you for your help. I look forward to hearing from you soon.

Sincerely,

# SAMPLE LETTER: ASKING ABOUT DISCIPLINE DURING REMOTE LEARNING

This is an example of what you can send to your principal or district official if you are concerned about discipline during remote learning. As a sample, the letter has some made-up information about how a fictional student was kicked out of class. Put in information about your own situation before sending it to your school.

You can also copy and paste the message into an email. Just put the student's name and birthday into the subject line, but the content of the letter can stay the same.

November 6, 2020 [Principal's Name] [School Name] [School Address] [City, State Zip] Re: [Student Name], date of birth [Student Birthday] Identify the student Dear [Principal Name], My name is [your name], and I am [Relationship to Student] of [Student Name], a student in your school. Yesterday during [Student Name]'s virtual math class, Identify yourself and the discipline incident. [Student Name] would not turn on his camera and was kicked out of class. I am writing to inquire about this disciplinary incident. As you know, under Chapter 28A.600 RCW and Chapter 392-400 WAC, many rights apply to classroom exclusions and exclusionary discipline. I would like to know Identify which questions whether [Student Name]'s exclusion from his math class gualifies as discipline and you have about the how the incident is being documented on his disciplinary record and attendance. discipline incident. Furthermore, if [Student Name] is being disciplined, I expect the school to provide both the required notice and the opportunity to challenge that discipline, as outlined in the relevant WACs and RCWs. We have not yet received any such notification. I look forward to hearing your clarifications regarding this incident and how it fits State what you expect to happen next within the school's discipline policy for remote learning. I am also happy to schedule a meeting if that is easier. Contact information Thank you for your prompt attention to my concerns. If you have any questions. I may be reached at (555) 555-5555. Sincerely, [Parent/Advocate Name]

#### TEMPLATE LETTER: REQUEST FOR SCHOOL COVID-19 POLICIES

This is an example of what you can send to your principal or district official if you would like to have a copy of their COVID-19 policies. Put in your information before sending it to your school. You can also copy and paste the message into an email. Just put the student's name and birthday into the subject line, but the content of the letter can stay the same.

November 6, 2020

 [Principal's Name]
 [School Name]
 [School Address]
 [City, State Zip]

RE: [Student Name], Date of Birth [Student Birthday]

Dear [Principal Name],

I am writing to request a copy of the school district policies regarding the following:

- □ Reopening plan for the 2020–21 school year.
- Remote Learning Policies
- COVID-19 Attendance Policies
- 2020-2021 Student Handbook
- Other: \_\_\_\_\_

I am making this request pursuant to Chapter 28A.600 of the RCW and Chapters 392-400 and 392-172A of the WAC.

Please send the requested rules and policies to me at: <u>email@address.com</u> or Mailing Address: <u>1234 5th Avenue Anywhere, WA 98000.</u>

If you have any questions about my request, please feel free to contact me at (123)-456-7890.

Sincerely,