

Templates and Samples

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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

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

Student's Name

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

Dear [Principal Name],

Identify Technology
Access Issues

My name is [your name], 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.

Identify Technology
Needs

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.

Request Forms and
Contact

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,

[Parent/Advocate Name]

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

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

Dear [Principal Name],

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

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.

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

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.

State what you expect to happen next

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.

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]

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

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

Identify the student

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

Dear [Principal Name],

Identify yourself and your primary 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.

Provide more details about your concern

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.

Ask for a meeting. Provide general availability, if possible.

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.

Provide contact information

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,

[Parent/Advocate Name]

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.

November 6, 2020

_____ [Principal's Name]

_____ [School Name]

_____ [School Address]

_____ [City, State Zip]

Identify the student

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

Dear [Principal Name],

Identify yourself and the reason for the letter: **Disputing Attendance Record**

My name is [your name], and I am the [Relationship to Student] to [Student Name], a student at your school. I have some concerns regarding [Student Name]'s attendance record, and I would like to schedule a phone/video conference as soon as possible. Specifically, I am concerned that there are several absences that should be excused but are currently unexcused. I am also worried about how these absences may affect truancy.

Identify areas of concern with attendance record. Provide examples if you have them.

State what you expect to happen next

I am making this conference request pursuant to Chapter 392-401 of the Washington Administrative Code and Chapter 392-401A of the Washington Administrative Code (Emergency Rule). I would like to meet via telephone or video conference with [School Official] to address my concerns. Please contact me as soon as possible to schedule this meeting.

Contact information

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: email@address.com.

Sincerely,

[Parent/Advocate Name]

ATTENDANCE LOG

[illegible]

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

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

Identify the student

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

Dear [Principal Name]:

Identify yourself and the
reason for the letter:
Referral for evaluation

I am writing with regard to [Student Name], a student in your school. I am John's [Relationship to Student], and I believe that he has several impairments that interfere with his ability to learn. I am requesting that the school district evaluate [Student Name] for special services under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Identify areas of suspected
disability

I am concerned that [Student Name] might need special education or services in two areas: reading, and his ability to concentrate on a task.

Give examples from
personal experience of
the areas where the
student needs help.

With regard to reading, I have noticed on several occasions that [Student Name] will not read materials when they are given to him. He later learns the contents of the materials by asking questions of others who have read them.

As for his attention problems, I have found that [Student Name] has a hard time staying on task. When asked to complete a chore at home, such as taking out the trash, he will start to do it, but within several minutes, he becomes distracted. When I remind him that he has a job to do, he usually gets upset and refuses to finish.

If applicable, identify
others with concerns and
records documenting
disabilities.

[Student Name]'s counselor at CDF Mental Health Clinic, David Davidson, is also concerned that [student name] does not read well and may have a disability such as Attention Deficit Disorder. I have enclosed a copy of Mr. Davidson's progress report for [student name].

State what you expect to
happen next

I understand that you need consent to proceed with the evaluation. Please contact me as soon as possible to start this process.

I understand that right now we are all dealing with the Covid-19 pandemic. However, OSPI has made clear that even with the pandemic, schools are still responsible to evaluate children that may qualify for special education (Reopening Washington Schools 2020: OSPI Guidance

<https://www.k12.wa.us/sites/default/files/public/specialed/pubdocs/Reopening-WA-Schools-2020-SpEd-Guidance.pdf>) 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,

[Parent/Advocate Name]

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]

Identify the student

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

Identify your role on IEP
Team & Express your
concerns

Dear [Principal Name]:

My name is [your name], and I am [Student Name]'s [Relationship to Student]. I am writing to request an IEP Team meeting regarding [Student Name], a child in my care. As a member of the IEP Team, I have concerns that I feel must be addressed by the entire team. The following is a list of my concerns:

List out specific concerns

1. [Student Name] is not getting the support he needs in his math class and he is falling behind.
2. The way [Student Name] is being taught online in Math is not working and we need to consider some additional modifications and supports
3. We are not getting regular updates from his math teacher as required by his IEP

Contact information

Thank you for your prompt attention to my concerns. If you have any questions or need to know my availability to schedule an IEP meeting, please call me at

_____.

Sincerely,

[Parent/Advocate Name]

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.

November 9, 2020

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

Identify the student

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

Dear [Principal Name]:

Identify yourself and the
reason for the letter:
Recovery Services

I am writing about [Student Name], a student in your school. I am John's [Relationship to Student], and [Student Name] is currently receiving special education services in the area of social emotional support and math. I want the team to approve recovery services for [Student Name] because his skills have regressed in these areas since the COVID-19 shutdown last spring.

Describe how the youth is
not making progress or
falling behind in their IEP
goals.

Before the shutdown, [Student Name] was making progress on his goals around multiplication and division. Since the pandemic, he has not been able to focus or retain information and is often distracted during his school sessions. Due to this, he has not made any progress, and he might be getting worse.

Another goal on his IEP is to ask for help when he feels stuck. Before school ended, he was doing this on a more regular basis. Now at home, [student name] is not asking for help, and we have heard from his teachers that he is not engaging with them when they try to communicate with him.

Ask for recovery services

As you know, OSPI has said, "recovery services should be provided both to remedy a denial of FAPE and to provide additional supplemental services needed to address gaps in service delivery due to Covid-19 health/safety limitations of which the district had no control." (Reopening Washington Schools 2020 Special Education Guidance, OSPI, updated, September 2020 <https://www.k12.wa.us/sites/default/files/public/specialed/pubdocs/Reopening-WA-Schools-2020-SpEd-Guidance.pdf>). [Student Name] needs additional services to get back on track with both his math and social emotional goals. I want to meet with the IEP team to approve recovery services and put a plan in place to support [Student Name] moving forward.

Ask them to contact you to
set up meeting

Please let me know some dates and times we can schedule a meeting with the IEP team to discuss recovery services. I can be reached at (123) 456-7890 or email@mail.com.

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 xxxx@gmail.com. I would also like you to invite Jordan, his counselor, to the meeting. His email is xxxx@yahoo.com. 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,

[Parent/Advocate Name]

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]

Identify the student

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

Dear [Principal Name],

Identify yourself and the discipline incident.

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, [Student Name] would not turn on his camera and was kicked out of class. I am writing to inquire about this disciplinary incident.

Identify which questions you have about the discipline 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 whether [Student Name]'s exclusion from his math class qualifies as discipline and how the incident is being documented on his disciplinary record and attendance. 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.

State what you expect to happen next

I look forward to hearing your clarifications regarding this incident and how it fits 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: email@address.com or
Mailing Address: 1234 5th Avenue Anywhere, WA 98000.

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

Sincerely,

[Parent/Advocate Name]