**[PRINT ON DISTRICT LETTERHEAD]**

[DATE]

[PARENT NAME]

[PARENT ADDRESS]

[CITY STATE ZIP]

Re: [STUDENT NAME] D.O.B. [STUDENT DOB]

Dear [Mr and Mrs PARENT]:

It is the District's understanding that as of [DAY, DATE], you have determined that your child,[STUDENT] will not participate in the Distance Learning services offered during the COVID19 Stay at Home order.

As you are aware, [STUDENT]continues to be eligible for special education and related services under the category of [ELIGIBILITY] . Also, as you know, on [DATE OF LAST IEP], the District convened [STUDENT]'s Annual Individualized Education Program ("IEP") team meeting. At that time, the District reviewed [STUDENT]'s present levels of performance, goals were developed to address [his/her] areas of need, and the team recommended [OFFER OF FAPE]. Placement at [SCHOOL AND SETTING] was determined to continue to be the appropriate placement for [STUDENT]. Lastly, accommodations and modifications were developed to support [STUDENT] in [his/her] educational program. You indicated that you agreed with these determinations, and signed consent to the IEP.

On [DATE OF CLOSURE], [SCHOOL DISTRICT NAME] closed due to the statewide pandemic response to COVID19. On [DATE] you were notified of the District’s Distance Learning Plan in order to provide your child with some meaningful educational services during this school closure. In light of your decision to not access these services, please be advised that the District stands ready willing and able to provide distance learning services for the remainder of the school year, through the time of closure due to COVID 19.

The District believes it has made a free appropriate public education available to [STUDENT] during the time of school closures. The District remains ready, willing and able to implement [STUDENT]'s IEP to the extent possible through its District Learning model. We encourage your consideration of making your child available for these services. Please contact me should you have any questions or concerns, at [phone] or by email at [email].

Sincerely,

[YOUR NAME]

[TITLE]

CC: Cumulative File