[DATE]

VIA FIRST CLASS MAIL and email

[PARENT NAME  
ADDRESS  
EMAIL]

Re: [STUDENT NAME]  
Attempts to Provide Educational Services During School Closure

Dear [PARENTS]:

In accordance with the provisions of 20 U.S.C. Section 1415 (b)(3)(B) and (c)(1)(A-F) and 34 C.F.R. Section 300.503, this letter shall serve as prior written notice by XXXXXXX School District (“District”) regarding the District’s attempts to provide educational services for your child.

On March 13, 2020, the District made the decision to close its schools, effective March 16, 2020, due to the COVID-19 pandemic. The District notified you via Prior Written Notice on March 31, 2020, that it would be offering a distance learning plan during the time of the school closure.

Pursuant to the District’s offer of continued educational services during the school closure, [NAME, TITLE] contacted you via [TELEPHONE, EMAIL, ETC.] on [DATE] [OUTLINE ALL COMMUNICATIONS WITH PARENTS AND ALL ATTEMPTS TO PROVIDE/SCHEDULE SERVICES} to offer the attached distance learning services and supports during the time of school closure.

[OPTION #1: You responded on [DATE], stating [INSERT RESPONSE].]

[OPTION #2: To date, you have not responded to any of these communications.]

We know these are difficult times for parents, students, and school staff alike and we want you to know that we are making every reasonable effort to continue to provide educational services to all students during this time. Since in-person contact is not possible at this time, the District continues to offer the distance learning services outlined in the distance learning plan during the period of the school closure. While your child’s IEP services cannot be implemented in the same manner as if schools were open, the purpose of offering the distance learning plan is to provide continuity of service during the time of the school closure while your child is unable to receive in-school services. Please contact [NAME, TITLE] at [TELEPHONE NUMBER, EMAIL ADDRESS] to arrange for these services to be provided to your child.

In making the above decisions, the District considered all available and relevant information, including your input, your communications with the District, the District’s offer of services during the school closure, and state and federal guidance on COVID-19 from the Centers for Disease Control, the California Department of Education, the Departments of Public Health, and the Governor’s Executive Order.

Finally, please be advised that parents of children with disabilities have protection under the federal parental rights and procedural safeguards set forth in Title 34 C.F.R. Part 300. Enclosed you will find a copy of these parental rights and procedural safeguards. The sources you may contact to obtain assistance in understanding the provisions of the procedural safeguards are:

District SELPA

Address

City, California 12345

And

California Department of Education

1430 “N” Street, Suite 2401

Sacramento, California 95814

Should you have any questions regarding the above information, please do not hesitate to contact me.

Sincerely,

{Name}  
{Title}

Procedural Safeguards link: