**[To be placed on LEA/District letterhead]**

Date

Sent Via: [Electronic Mail and/ or U.S. Mail]

To: Parent or Guardian Name

 Parent or Guardian Address

Re: Student Name, Student Date of Birth

Response to Request for Independent Study for the 2021-2022 School Year

Dear Parent Name,

This letter is written in response to your request that your student, Student Name, participate in Independent Study Program (ISP) for the 2021-2022 school year. We received your request on or about date.

Student name’s current IEP calls for placement in a classroom-based, in-person instructional program and includes the following offer of a free appropriate public education (FAPE):

Insert student’s current services from the service page of the most recent IEP or amendment. For example:

* Specialized academic instruction (SAI), in a group, 60 minutes per day;
* Language and speech services, individual, one 30-minute session per month;
* Occupational therapy, 25 minutes per month;
* Adapted physical education, in a group, one 30-minute session per week;
* Assistive technology services, one 15-minute session per month; and,
* Transportation (curb to curb).

Under California State law, a student eligible for special education may not participate in independent study unless the student's IEP specifically provides for enrollment in an independent study program. (Ed. Code §51745(c).) As noted above, Student's IEP currently recommends full-day, in-person instruction on the school campus.

Therefore, the IEP team will need to convene to review your request for ISP within 30 days of your request, not including school breaks longer than five school days. Attached is a Notice of Meeting for an upcoming IEP meeting to discuss your request on Date at Time. Until the IEP team is able to meet, your child should continue to attend school in person according to their current IEP.

It is our desire to work collaboratively with you to ensure your student has access to a meaningful education. It is also important to note that an ISP is not the same as the distance learning program offered during the 2020-2021 school year.

Please describe the ISP the school is offering below. For example:

The ISP does not teach students in traditional or virtual "classrooms." Its learning model is "personalized learning/independent study," in which a student is usually placed at home for instruction primarily by parents or caregivers, with curriculum support and direction from ISP staff. In the ISP, students must be capable of working independently on approved grade-level curriculum and completing assignments independently from ISP/teaching staff. As its name implies, the Independent Study program does not include direct instruction from a classroom teacher throughout the full school day; instead, the student engages with instructional materials independently and/or with parent teaching and support for the majority of their learning.

Please contact me at the contact information listed below if you would like to discuss the Independent Study Program generally, before the IEP team meeting.

We realize these are still unusual and challenging times, and we want parents to feel confident of their student's safety at school. If you have questions regarding the safety protocols in place to stop the spread of COVID-19, please do not hesitate to contact me. I also encourage you to review the Reopening/COVID-19 Safety Plan and other information available at our website: insert website link here. Information to address parent concerns regarding school reopening, as well as information about the availability, efficacy, and safety of the COVID-19 vaccine for individuals over age 12, is also available at the State of California's "Safe Schools for All" website: <https://schools.covid19.ca.gov/>.

As a parent of a child with a disability, you are entitled to certain procedural safeguards under Part B of the Individuals with Disabilities in Education Act (IDEA). Please find enclosed a copy of the notice of procedural safeguards. Please feel free to contact me should you have any questions regarding these safeguards.

Sincerely,

Name Title

Contact email

Contact phone

Encl: Notice of Parent Rights and Procedural Safeguards