[Date]

Special Education Director

School District/Charter Network

Address

RE: [Student’s name]

Dear Special Education Director:

I am writing on behalf of my child, [Student's name], to request that he/she receive the procedural safeguards for students eligible for special education services. He/she is a student at [School's Name] School. I believe the school district knew my child has a disability prior to the alleged disciplinary infraction because [Explain why school district should have known that the student has a disability, for example: I wrote my child’s teacher letting her know he/she needs special education, or, My child’s teacher told me she told the principal my child needed to be evaluated for special education.]

For this reason, I believe that [student's name] qualifies for special education services; that the district had knowledge of his disability; and that pursuant to the Individuals with Disabilities Education Act, Section 20 U.S.C. 1415(k)(5), [he or she] is entitled to the procedural protections of a special education student. Accordingly, I request that [student's name] return to [School's name].

In addition, I am asserting [student's name]’s right to an expedited special education evaluation under Section 20 U.S.C. 1415(k)(5)(D) of the IDEA, which provides for such an evaluation when the request is made during disciplinary procedures.

Sincerely,

[Parent’s Signature]

[Parent’s Typed or Printed Name]

[Parent’s address, email address, and phone number(s)]