(LETTERHEAD)

November 16, 2021

PARENT NAME

STREET ADDRESS  
CITY, STATE ZIP

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

At this time, you have chosen to discontinue special education services to your child per your request. If at any point, you reconsider your choice to not have your child served by \_\_\_\_\_\_\_\_\_\_\_\_ Public Schools and wish to resume services or retest for verification, \_\_\_\_\_\_\_\_\_\_\_\_\_ Public Schools will be ready, willing, and able to serve your child at no cost to you should your child continues to be eligible for special education services. Should you reconsider your decision and would like for your child to receive services for special education, the district will be required to reevaluate to determine if your child is eligible for services.

If you have any questions about this letter, your rights, or any other question related to your child’s disability, feel free to contact the school district and we will help you with any questions that you might have.

Sincerely,

PERSON IN CHARGE

TITLE AND SCHOOL DISTRICT