DATE

Special Education Contact Name

School Name

District Name

Address

Address

Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Child’s Name)

Dear Mr/Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Name of Special Education Contact at School or District)

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I am requesting that the district convene an Individualized Education

(Child’s Name)

Program (“IEP”) meeting to discuss an interim learning plan during the time schools remain closed as a result of the

COVID-19 pandemic. I am the child’s education rights holder and (circle all relevant) biological parent / adoptive

parent / foster parent / relative / legal guardian / CASA.

Guidance from the U.S Department of Education issued in March 2020, states that Districts have a duty to continue

to provide special education students with a Free Appropriate Public Education (“FAPE”). This includes providing a

plan for the “provision of online or virtual instruction, instructional telephone calls, and other curriculum-based

instructional activities, and [it] may identify which special education and related services, if any, could be provided at

the child’s home.” DOE Guidance March 2020. While Districts are not required to hold IEP meeting in person, it can

use alternative means to hold the meeting, such as video conference. 34 CFR §300.328. Furthermore, Districts

must continue to meet their duty to respond to parent requested IEP meetings within 30 days of the request, as this

timeline has not been waived under state or federal law**.**

Please contact me at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to schedule this meeting.

(phone number and/or email)

Your anticipated cooperation is greatly appreciated.

Sincerely,

cc: Social Worker

Children’s Law Center Attorney