

(Notice of Administrative Withdrawal to Parent(s) - Regular Education)

Parent(s)/Legal Guardian

Address

City, State, Zip Code

Re: Name of Student – Administrative Withdrawal

Dear Parent(s)/Legal Guardian:

Please read the following letter carefully. It outlines certain rights under state and federal law that may prove to be important to your son or daughter in the near future.

While _____ is currently not eligible for special education or Section 504 services, should he/she become eligible, he/she would be entitled to receive a free appropriate public education (FAPE). In order to provide FAPE, the school district would furnish your child with an Individualized Education Program (IEP) or Section 504 Accommodation Plan tailored to his/her unique needs that would enable him/her to make meaningful educational progress.

In order to receive an education, however, _____ must be present in school.

Despite prior notices, your child has been absent and/or refused to attend school for _____ consecutive/cumulative school days. The school district convened a meeting on _____ to discuss the effect of this nonattendance. You did not meet with the school. Without your input and your son's/daughter's willingness to come to school, the District was unable to consider educational options available to _____.

The Agawam Public Schools has, therefore, determined to administratively withdraw your child from school and end the provision of educational services to him/her.

Should you disagree with the decision of the school district, please contact me as soon as possible. Your child may be entitled to remain in his/her current education program and placement during any dispute regarding administratively withdrawing him/her from school unless you and Agawam agree otherwise.

SHOULD I NOT HEAR FROM YOU WITHIN FIVE (5) DAYS, I WILL ASSUME THAT YOU CONSENT TO THE DETERMINATION TO ADMINISTRATIVELY WITHDRAW YOUR SON/DAUGHTER FROM SCHOOL AND WILL ACT ACCORDINGLY.

Entitlement to special education/Section 504 services does not end until a student turns 22 or receives a regular high school diploma. Your child, therefore, may re-enroll in school and request a team evaluation to determine his/her eligibility for special education/Section 504 services on his/her behalf at anytime prior to his/her 22nd birthday. These services would include

measurable post-secondary transition goals and objectives based upon appropriate assessment of your child's disability(ies) and transition needs.

You are reminded that you have a right to look at your child's school records within 10 days of your request. You may also have copies of information in these records upon request for a reasonable charge.

Please note that under Massachusetts law, a child reaches adulthood upon his/her 18th birthday. When a student turns 18, all decision-making rights transfer to the adult student, unless a court has appointed a guardian for the child or the child indicates in writing that he/she wants to share decision-making or give authority to make decisions to his/her parents.

Please also note that should you wish to have credits from your son's/daughter's comparable community college coursework applied to graduation requirements, you should communicate directly with the Principal of Agawam High School.

Again, unless we hear otherwise, we will assume that you agree to Agawam administratively withdrawing your child from school and terminating services to him/her.

Please feel free to contact me should you have any questions or concerns.

Sincerely,

Name of Principal
Principal (School Name)

Enclosure: Parent's Notice of Procedural Safeguards

c: W. Sapelli, Superintendent
A. Rist, Director of Special Services