

(NOTICE OF ADMINISTRATIVE WITHDRAWAL TO 18+ STUDENT)

Student
Address
City, State, Zip Code

Re: Name of Student – Notice of Administrative Withdrawal

Dear Name of Students:

You are currently eligible for special education or Section 504 services, are entitled to receive a free appropriate public education (“FAPE”). In order to provide a FAPE, the school district must furnish you with an Individualized Education Program (“IEP”) or Section 504 Accommodation Plan that is tailored to your unique needs and will enable you to make meaningful educational progress.

However, in order to receive a FAPE, you must be present in school.

Despite prior notices, you have been absent and/or refused to attend school for number of days consecutive/cumulative school days. The school district convened a Team Meeting on date to discuss the effect of your son’s/daughter’s nonattendance. You did not meet with the Team. Without your input and willingness to come to school, the Team was unable to consider educational options available to you.

Therefore, the Agawam Public Schools has determined to administratively withdraw you from school and end the provision of educational services to you.

Should you disagree with the decision of the school district, please contact me as soon as possible. You may remain in your current education program and placement during any dispute regarding administratively withdrawing from school unless you and the school district agree otherwise.

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

Your entitlement to Special Education/Section 504 services does not end you turn 22 or receive a regular high school diploma. Therefore, you may re-enroll in school and access Special Education/Section 504 educational services at anytime prior to your 22nd birthday. These services would include measurable post-secondary transition goals and objectives based upon an appropriate assessment of your disability(ies) and transition needs.

You are reminded that you have a right to look at your student records within 10 days of your request. You may also have copies of information in the 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 you or you indicates in writing that you want to share decision-making or give authority to make decisions to your parents..

Please also note that should you wish to have credits from comparable community college coursework applied to your 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 the school district administratively withdrawing you from school and terminating services to you.

Please contact me should you have any questions or concerns.

Sincerely,

Name of Principal
Principal (School Name)

John A. Provost, Ed.D.
Director of Special Education

Enclosure: Parent's Notice of Procedural Safeguards

c: Dr. Czajkowski, Superintendent
Private School Name