

(Notice of Administrative Withdrawal to Regular Education 18+ Student)

Student
Address
City, State, Zip Code

Re: Name of Student – Notice of Administrative Withdrawal

Dear Name of Student:

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

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

However, in order to receive an education, 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 meeting on date to discuss the effect of your nonattendance. You did not meet with the school. Without your input and willingness to come to school, the District was unable to consider educational options available to you.

The Agawam Public Schools has, therefore, 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 be entitled to 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.

Entitlement to special education/Section 504 services does not end until a student turns 22 or receives a regular high school diploma. You, therefore, may re-enroll in school and request a team evaluation to determine your eligibility for special education/Section 504 services on your behalf 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 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 you or you indicate 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)

Enclosure: Parent's Notice of Procedural Safeguards

c: Dr. Czajkowski, Superintendent
Dr. Provost, Director of Special Services