

**(NOTICE OF ADMINISTRATIVE WITHDRAWAL TO PARENTS)**

Parent(s)/Legal Guardian  
Address  
City, State, Zip Code

Re: Name of Child

Dear Parent(s)/Legal Guardian:

As your son/daughter is currently eligible for special education or Section 504 services, he/she is entitled to receive a free appropriate public education ("FAPE"). In order to provide a FAPE, the school district must furnish your child with an Individualized Education Program ("IEP") or Section 504 Accommodation Plan that is tailored to your child's unique needs and will enable him/her to make meaningful educational progress.

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

Despite prior notices, your child has 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 and your child did not meet with the Team. Without your input and without child's name willingness to come to school, the Team was unable to consider educational options available to your child.

**Therefore, the Agawam Public Schools has determined to administratively withdraw your son/daughter 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 son/daughter may remain in his/her current education program and placement during any dispute regarding administratively withdrawing your child 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 CHILD'S NAME FROM SCHOOL AND WILL ACT ACCORDINGLY.**

Your son's daughter's entitlement to Special Education/Section 504 services does not end until he/she turns 22 or receives a regular high school diploma. Therefore, you may re-enroll your child and access Special Education/Section 504 educational services at anytime prior to his/her 22<sup>nd</sup> birthday. These services would include measurable post-secondary transition goals and objectives based upon an appropriate assessment of his/her disability(ies) and transition needs.

You are reminded that both you and your child have a right to look at your son's/daughter's 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 18<sup>th</sup> birthday. When a student turns 18, all decision-making rights transfer to the adult student, unless a court has appointed a guardian for your son/daughter or he/she indicates in writing that he/she wants to share decision-making or give you the authority to make decisions for him/her.

Please also note that should you wish to have credits from comparable community college coursework applied to your child's 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 name of child from school and terminating services to him/her.

Please contact me should you have any questions or concerns.

Sincerely,

---

Name of Principal  
Principal (School Name)

---

April Rist  
Director of Special Education

Enclosure: Parent's Notice of Procedural Safeguards

c: W. Sapelli, Superintendent  
Private School Name