**SAMPLE 10 DAY LETTER**

**Parent Name**

Parent Address

City, State Zip

Email / Phone

Date

Director of Special Education (or Director of Pupil Personnel Services)

XXX Public Schools

Address

City, State Zip

Re: Child's Name, birth date, school

Letter sent via first class mail and also via email attachment (or certified mail or hand delivery or fax)

**NOTICE OF INTENT TO PLACE AT (NAME OF SCHOOL)**

Dear Director,

My child, Carla Shemarla, attends (school) and is in the 5th grade. My child has Dyslexia, and has received special education services for 3 years. Over the past 3 years, Carla has failed to progress in the following areas: decoding, comprehension, spelling, and writing. We have had numerous IEP meetings and revised the IEP. Nevertheless, the programs that (school) has provided failed to help Carla make meaningful progress. (you can add some detail here).

Carla has a right to a free, appropriate public education under IDEA 2004 as well as the state laws. I have spent 3 years working with the district, trying to secure an appropriate program with the school system. It is now clear that the school is unable to provide Carla with a free and appropriate public education (FAPE).

Please be advised that in 10 business days from your receipt of this letter, I plan to remove Carla from (school) and place her in (new school), a private school that provides (fill in what the new school does).

My husband and I are eligible for reimbursement of private school expenses because our daughter is being denied FAPE, and because we believe that the (new school) is an appropriate placement for her. We are enclosing information on the (new school) with this letter. We plan to place her there at public expense.

Please advise us if you would like to evaluate our child because we would be happy to make our child available to you.

If you have questions about this notice, please call my cell phone at 555-555-5555 or at home at 666-666-6666 after 6 p.m. If you wish to contact me via email or snail mail, that information is listed above. Thank you for your time and anticipated collaboration.

Very truly yours,

Parent

Copy to: Principal of current school via fax only (or email or however)

Enc. Information about (school)