

Your Name
Street Address
City, State, Zip Code
Daytime telephone number

Name
Director of Student Services
Street Address
City, State, Zip Code

Today's date

(Modify this based on your situation.)

Dear (name),

My son/daughter, (child's name) is in the (_) grade, at (name of school), in (teacher's name) class. He/She/They (alternatives) has been on a 504 Plan for (identification of disabilities) since (approximate date).

My child is being bullied/harassed by other students (explain slightly further). My child is also being treated in a disparaging manner by school staff, which I think is a related concern (explain slightly further).

It is my understanding that when the school knows that a student with disabilities is being bullied/harassed, the school is required to conduct a prompt and thorough investigation to determine whether there is a potential of interference with the student's right to a free appropriate public education. If there is any potential of such interference, then the school should convene a 504 meeting to determine whether, as a result of the effects of the bullying/harassment, the student's needs have changed such that the 504 is no longer designed to provide a meaningful educational benefit, and if not, should revise this.

A 504 meeting has not been held, despite my reporting of this concern. Alternative: While we held a 504 meeting to discuss my concerns, I disagree with the conclusions of this meeting.

I am writing to request an Independent Educational Evaluation, at public expense, to conduct a more thorough investigation/reevaluation of the bullying/harassment situation and make recommendations on comprehensive strategies to better stop this bullying/harassment that can be incorporated into my child's 504.

I recognize that Section 504 does not specifically provide for an Independent Educational Evaluation paid for by the district. However, Section 504 does require that the evaluation address the specific areas of educational need and be conducted by trained personnel with expertise in the specific need—which in this case means expertise in the bullying/harassment and the requirements under Section 504 to address these concerns. Based on the response by the school, it is readily apparent that there are no trained personnel with this insight and expertise in this area of my child's need.

Given that the school knows my child is being bullied/harassed and you have not conducted an investigation that has resulted in modifications to my child's 504 plan to address these concerns, I strongly hope you will consider this path as a way to achieve a positive result in the best way possible. I recognize that there are other processes I can follow, but would like to seek to pursue this path first.

These are unique circumstances that are outside of the district's normal criteria for Independent Educational Evaluators. If my child were on an IEP, it would be my right to request an Independent Educational Evaluator who has qualifications for an evaluation under unique circumstances.

I would like to request the district pay for the professional services of Nancy Willard, director of Embrace Civility in the Digital Age. Ms. Willard is an internationally recognized authority on bullying and harassment prevention. She is author of several books addressing these concerns, as well as articles in publications for school leaders. She also has a Master's degree in Special Education and a law degree. She has worked as a trial consultant for attorneys on discriminatory harassment cases. Her website is: <http://embracecivility.org>.

She has a strong commitment to positive resolutions that support all involved students.

I would like this Independent Educational Evaluation to be done as quickly as possible so that we can fully address (child's name) needs. Please respond as soon as possible to authorize this Independent Educational Evaluation and advise me how we can proceed. Thank you.

Sincerely,

Your name

cc: your child's principal

your child's teacher

Your child's special education teacher