

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

(Feel free to modify the following 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 an IEP for (identification of disabilities) since (approximate date).

My child has been seriously, persistently, and pervasively harassed for (approximate amount of time). For example, (briefly describe some incidents -- do not set forth the full documentation provided in the Documentation Guide).

Often when these incidents have happened, the immediate response of the school staff not fully resolved the situation. These concerns have been reported to (who) on a number of occasions. The interventions have not been effective in stopping this harassment. My child often does not want to tell me what is happening, because he/she/they is fearful that I will report again and this will only make things worse.

At this point in time, I feel my child is being denied a free appropriate public education. This is undermining his/her/their ability to achieve his/her/their full academic potential. This is also interfering with his/her/their participation in school activities. For example, (provide brief examples).

It is my understanding that when a student with disabilities is being bullied/harassed, the school is required to conduct a prompt and thorough investigation and implement a plan reasonably calculated to stop the bullying/harassment, prevent retaliation, remedy the harm to my child, correct the hostile environment, and monitor to ensure the bullying/harassment has stopped. This is supposed to be done in the context of an IEP meeting. This has not been done. (Or, there has been some discussion of these concerns in my child's IEP meeting, but the investigation/plan has been inadequate and has not stopped the harassment.)

I am writing to request an Independent Educational Evaluation, at public expense, to conduct a more thorough investigation/reevaluation of the harassment situation and make recommendations on comprehensive strategies to better stop this bullying/harassment that can be incorporated into my child's IEP. I recognize that these are unique circumstances that are outside of the district's normal criteria for Independent Educational Evaluators. However, it is

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>.

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