

Today's Date (include month, day, and year)

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

Name of Principal or Special Education Administrator
Name of School
Street Address
City, State, Zip Code

Re: Name of Child, Name of School, Purpose of Letter (Intent to Enroll Child in Private School at Public Expense)

Dear (Principal's or Administrator's name),

My child, (child's name), is a student in the () grade in (name of teacher)'s class at (name of school). Recently, I attended a meeting to determine (child's name)'s school placement. I am writing to inform you that I reject the proposed placement for (child's name) and intend to enroll him/her in a private school at public expense. At the most recent IEP meeting, held on (date), I informed the other team members of my decision.

The reasons for my decision are as follows: (Keep this section brief, list specifics for why you believe the public school placement is not appropriate for your child).

(Child's name) will be attending (name of private school), effective (date).

Should you wish to discuss this matter further, I can be reached at (give your phone number). Thank you for your time.

Sincerely,

Your name

cc / copy sent to: your child's principal (if letter is addressed to an administrator)
your child's teacher(s)

* Adapted from the National Dissemination Center for Children with Disabilities