Dear Parent/Guardian,

This letter is to notify you that your son/daughter has been assigned to the District Alternative Education Program. Reason(s) for the assignment include:

________________________________________________________________________________
________________________________________________________________________________

Your child’s team looks forward to meeting with you to discuss development or amendment of the individual learning plan addendum for your child, and other matters related to provision of alternative education program services. The meeting will take place on __________(DATE) at ________ (TIME) at __________________________ (LOCATION). If you are unable to attend, we will mail you written notification to explain the results of the meeting.

If you have questions, please contact me. Otherwise, please contact me to let me know if you will be attending this important meeting.

Sincerely,

______________________________  __________________________
Signature of School Personnel  Date

Contact’s Telephone: ____________________  Contact’s Email: ____________________

**ADMINISTRATIVE NOTE:** Changes in educational placement for students identified under the IDEA or Section 504 shall be implemented consistent with applicable legal requirements.