

###, 2009

RE: Case No. 09-

###, District Administrator
School District

, Wisconsin 5

, Wisconsin 5

Dear ### and ###:

On [Date], the Department of Public Instruction received a complaint under state and federal special education law against the [District] School District. [Sample Facts: On April 11, 2007, the department received a letter from Superintendent XXX stating a resolution to the complaint had been reached] Federal regulations provide for the opportunity to resolve complaints. The department has verified that both parties agree a resolution has been reached. Therefore, the department is closing this complaint investigation. The complainant has the right to file a complaint in the future in the event she believes the district has not followed the requirements of state or federal special education law.

The department would like to commend both parties for their efforts in reaching a resolution. Should you have any questions regarding this letter you may contact ### at (608) ##.

Sincerely,

DIVISION FOR LEARNING SUPPORT:
EQUITY AND ADVOCACY

Stephanie J. Petska, Ph.D., Director
Special Education

Res/xx

cc: ###, School Administration Consultant, Special Education Team
###, Special Education Director, ### School District