

, 2009

RE: Case No. 09-0

, District Administrator
School District

, Wisconsin 5

xx

xx

, Wisconsin 5

Dear and :

On ##, 2009 (letter/form dated xx), the Department of Public Instruction (DPI) received a complaint under state and federal special education law from ## against the ## School District. A copy of the letter is enclosed. The department must issue a decision on such complaints within 60 days. The issue is whether the district, during the ## school year, ##.

The district is asked to send the DPI, by [##FILL IN DATE 8-10 days from date of letter], [##revise as necessary: the individualized education program(s) in effect for ## during the 2008-2009 school year.] The department asks the district to promptly review this matter to determine actions the district will take to resolve this complaint. The district must be afforded the opportunity, at its discretion, to propose a resolution of the complaint. The parent and the district may agree voluntarily to engage in mediation, a process explained in the enclosed materials. If the district has any questions about special education law, how it applies here, or how the district can meet those requirements, please call ###, a department consultant, at (608) ###. ## will be contacting the district after five days to discuss the district's initial review and to identify additional information or actions that may be needed.

Should you have any questions or concerns regarding this process, please contact ## at the above number.

Sincerely,

DIVISION FOR LEARNING SUPPORT:
EQUITY AND ADVOCACY

Stephanie J. Petska, Ph.D., Director

Case No. 09-0

Special Education

Ack/###

Enclosure

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