[Insert District Letterhead]

[Date]

[Contact]

[Address]

[Town, State, Zip]

RE: Individuals with Disabilities Education Act (IDEA) Consultation Meeting

Dear [Parent of Home-schooled Student Contact]:

I regret you were not able to attend the consultation meeting regarding special education equitable services under the Individuals with Disabilities Education Act (IDEA) that was held on [Date]. This letter is a follow up to alert you that [District] Public School's has a continuing duty to conduct ongoing child find activities (the process to identify and evaluate children who may be eligible for special education services). As [Director of Special Education /Title], I am reaching out to inform you that if you suspect your child may have a disability or, if your child does have a disability, you should reach out to us for more information about the evaluation process. I enclose a Child Find Notice with more information about seeking an evaluation from [District] Public Schools.

In closing, we thank you in advance and look forward to hearing from you should you suspect your child is in need of an evaluation and/or needing special education or related services.

My contact information is:

[District contact]

[District address]

[District town, state, zip]

[Phone number]

[Email]

Sincerely,

[District contact]

#### (Child Find Notice: Home School)

# ATTENTION

# PARENTS OF HOMESCHOOLED STUDENTS

# Child Find

It is the responsibility of the [District] Public Schools to identify any child who may have a disability who is either a resident of [District] or who attends private school within the geographic boundaries of [District]. **This also includes students who are in a district approved home-school program.**

[District] Public Schools is also responsible for the evaluation of those students to determine if they are eligible for special education or related services under Federal law, IDEA (Individuals with Disabilities Education Act) or Massachusetts State Law, 603 CMR 28.00 (Massachusetts Special Education Regulations).

[District] Public Schools is also committed to identifying children before their third birthday in order to provide early intervention services for three and four year-olds with disabilities. If you have questions or concerns regarding your child's development and would like to have him/her screened, please call [District Contact] at [phone number] to set up an appointment.

If you suspect that your child may need an evaluation to determine eligibility for special education services, you may request an evaluation, at no cost, through the [District] Public Schools [Special Education Office]. Please contact us at the following:

# [District contact]

# [District address]

# [District town, state, zip]

# [Phone number]

# [Email]