[*Model letter the Local Education Agency (LEA) could potentially use for students who are not enrolled in school and for whom there is no homeschool plan*]

## [**Translated versions available here**](https://www.doe.mass.edu/sped/ta/docs/child-find-resources/)

[LEA letterhead]

[Parent or Guardian Name]

[Address]

Dear Parent or Guardian:

Based on our records, it appears that your child [*Name*] is not currently enrolled in a school and does not have a homeschooling plan in place.

Massachusetts families can select among several educational options, including homeschooling, for their children. The various educational options available to children are further discussed on the Department of Elementary and Secondary Education’s website in “Choosing a School: A Parent’s Guide to Educational Choices in Massachusetts” found at <http://www.doe.mass.edu/finance/schoolchoice/choice-guide.html>. **Please contact [*Name and contact information*] no later than [*date*] to discuss which educational option you have selected for your child so that we can update our records.**

If you suspect or know that your child has a disability, please contact [*Name and contact information*], because your child may be eligible for special education services from the LEA at no cost to you.

Sincerely,

[*Name*]

[*Title*]