

## Sample Letter of Disagreement and ARD Request

(Insert Date)

Dear School District ARD Team Members,

I appreciate your work developing a proposal for my child, (insert name of student), to receive an education during school closure. I have concerns with the plan that I would like the other members of the team to help address.

My child's unique circumstances require individualized special education services.

Due to my child's disability and the realities in our home at the moment, the offered services in the virtual learning environment are not meeting our needs.

[Add specifics of problem you are having. For example, our internet access is limited, I am having trouble accessing the online instruction, the time for the virtual instruction conflicts with my work schedule, we are struggling with work refusal, the assignments do not appear modified, my child and I don't understand the assignments, the amount of speech services is not enough, or my child just doesn't seem to respond to virtual instruction.]

As a parent, I lack the training and expertise that district educators have. Although I am trying to assist my child, I believe he/she is falling more behind.

At this time, I cannot consent to an amendment to my child's IEP or a Prior Written Notice (PWN) given by the school that changes my child's services outside of the Admission, Review and Dismissal (ARD) process without a chance for me to try to address my concerns. I request a ARD by video or phone. I also request Extended School Year (ESY) services for my child.

In the event that we are unable to reach a consensus on appropriate services for my child during the school closure, I request that we convene an ARD meeting within 30 days of the reopening of the physical school environment to specifically discuss compensatory educational services.

I look forward to working with you to develop a successful plan to address my child's unique needs. Thank you.

Sincerely,

Parent Team Member