

## **SAMPLE LETTER REQUESTING PROCEDURAL SAFEGUARDS NOTICE**

[Parent Name/Contact Information]

[Date]

\_\_\_\_\_, Director of Special Education  
[School District or Charter School]

Re: [Your Child's Name and School]

Dear [Name of Director of Special Education] :

I am the parent of [Name of Child], age \_\_\_\_, who attends [Name of School].

This letter is to request a copy of the procedural safeguards notice of the [Name of School District or Charter School] explaining the rights of parents and students with disabilities under IDEA 2004. Please provide me with the procedural safeguards notice within three business days of the date of this letter.

Thank you.

Sincerely,

[Your Name]