**TEMPLATE LETTER REGARDING SHORTENED SCHOOL DAY**

[Parent Name/Contact Information]

[Date]

\_\_\_\_\_\_\_\_\_\_\_, Director of Special Education

[School District or Charter School]

Re: Shortened School Day

Dear \_\_\_\_\_\_\_\_\_\_:

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

Currently, [Name of Child] is not allowed to attend school for a full school day because of behavioral difficulties caused by his disability. [Include details about when/how school day was shortened, for example: His school day was first reduced to 1.5 hours/day as a temporary measure to stabilize behavior in February of the 2018-2019 school year. Since that time, the District has increased the length of his school day by 30 minutes, so he now attends school for only 2 hours per day.]

I request that the District return [Name of child] to a full day of appropriate school services and supports that will provide him with a Free and Appropriate Education, allow him to access the general education curriculum, and provide him with ample opportunity to interact with his same-age peers.

In support of this request, I have enclosed an August 1, 2016 “Dear Colleague” letter from the U.S Office of Special Education and Rehabilitative Services (OSERS). The OSERS letter addresses many problems associated with formal and informal disciplinary removals based on disability-driven behaviors. It specifically notes that prolonged reductions of a child’s school day may constitute an unlawful and inappropriate denial of FAPE.

To ensure that the above-requested action is undertaken in a manner that will appropriately address [Child’s name’s] behavioral issues, I request the following additional actions:

* [Include any of the below that are relevant, or add additional actions as needed:
* Conduct a new Functional Behavior Assessment (FBA) to better explain the cause and function of his problematic behaviors.
* Revise (or draft a new) Behavioral Support Plan (BSP)/Behavior Intervention Plan (BIP) based on the above-noted FBA.
* Contract with a certified behavioral expert to guide the above-requested actions and train staff to effectively implement the new BSP/BIP.
* Convene an IEP meeting to discuss the appropriateness of the current IEP, services, accommodations, and placement.]

In the event that the District is unable or unwilling to undertake any of the requested actions, please provide me with Prior Written Notice within 10 school days of today’s date.

Thank you for your time and attention.

Sincerely,

[Parent]