[*Patty Parent]
[500 Main St.]
[Any Town, MT] [59000]
Phone: [406-555-5555]

August 31, 2016

[*Name of Principal]
[School Address]
[City, State Zip Code]

VIA CERTIFIED MAIL/RETURN RECEIPT REQUESTED

Re: Attendance Accommodation Request for [insert child's name], DOB: [insert date of birth]

Dear [Mr./Ms.] [Name of Principal],

I am writing as the parent of [*insert child's name] to inform you that I do not feel safe bringing [*insert child's name] to school at this time, given the absence of appropriate services to support [*his/her] disabilities. I am keeping [*insert child's name] home from school until we can resolve an IEP/accommodation which provides appropriate supports and services to allow [*insert child's name] to make meaningful progress in a safe school environment. To be clear, I want [*insert child's name] returned to school as quickly as possible and in no way am I withdrawing [*him/her] from school or consenting to [*his/her] disenrollment.

In the meantime, I need three things from you. First, I need to know how the District proposes to provide continuing educational services, such as homebound services, to [*insert child's name] until [*he/she] can safely return to school. Second, I am formally requesting that the District grant [*insert child's name] a reasonable accommodation exception to the District's attendance policy until we can figure out a safe way for [*him/her] to return to school. Third, please refrain from including [*insert child's name] in your truancy reports. [*His/her] absences are not intentional, but result from [*His/her] disability.

Please provide a response to these requests in writing no later than one week from today. Thank you for your prompt attention to this matter.

Sincerely,

_____
[*insert your name]

cc: [*insert City Attorney- send copy of this letter to this person]

cc: [*County Attorney, - send copy of this letter to this person]