

**SAMPLE NOTICE FOLLOWING A MEETING FOR DISCIPLINARY ACTION:
MANIFESTATION DETERMINATION**

Date: _____

Parent's Name: _____

Address: _____

City, State ZIP Code: _____

Dear _____ (parent's name) _____ :

The purpose of this letter is to provide written notice of the decisions that were made, and disciplinary action(s) that were taken, on behalf of your child, (name) at a meeting of school representatives and members of the IEP team that occurred on _____ . I have enclosed a copy of the Manifestation Determination Form, which summarizes the outcomes of the meeting. Also, in compliance with federal regulations, I have enclosed a description of your rights as a parent of a student with disabilities.

If you have any questions or concerns, you may contact me at (phone number).

Sincerely,

Name

Title

Enclosure: Manifestation Determination Form
Parental Rights in Special Education