

School District Information

**Notice of Recommendation
Receipt of an
Individualized Education Program (IEP) Diploma**

Date of Notice:

Insert parent name and address

Dear Parent or Guardian of

DOB:

Local ID number:

DESCRIPTION OF ACTION PROPOSED OR REFUSED:

This Notice is to provide you with important information about the IEP diploma your child is scheduled to receive. An IEP diploma is an important milestone for your child. While it does acknowledge the achievement of your child's special education goals, it is not a regular high school diploma.

Your child will be eligible to continue his or her education program, including special education services, until the end of the school year when your child turns 21 years of age or until he or she receives a local or Regents high school diploma, whichever occurs first. You can decide to continue your child in school after receiving an IEP diploma or, if your child leaves school after receiving an IEP diploma, he or she can return to school at any time until the end of the school year when your child turns 21 years of age or until he or she receives a local or Regents high school diploma.

DESCRIPTION OF OTHER ACTION PROPOSED OR REFUSED:

EXPLANATION OF WHY THE ACTION IS PROPOSED OR REFUSED:

DESCRIPTION OF EACH EVALUATION PROCEDURE, ASSESSMENT, RECORD, OR REPORT USED IN THE DECISION TO PROPOSE OR REFUSE THE ACTION:

DESCRIPTION OF ANY OTHER OPTIONS CONSIDERED AND THE REASONS WHY THOSE OPTIONS WERE REJECTED:

DESCRIPTION OF OTHER FACTORS THAT ARE RELEVANT TO THE PROPOSED OR REFUSED ACTION:

PARENTS OF A STUDENT WITH A DISABILITY HAVE PROTECTION UNDER THE PROCEDURAL SAFEGUARDS OF FEDERAL AND STATE LAW. BELOW IS A DESCRIPTION OF HOW A COPY OF THE NEW YORK STATE EDUCATION DEPARTMENT PROCEDURAL SAFEGUARDS NOTICE MAY BE OBTAINED:

SOURCES FOR PARENTS TO CONTACT TO OBTAIN ASSISTANCE IN UNDERSTANDING THE SPECIAL EDUCATION PROCESS:

You have the opportunity to address the Committee on Special Education (CSE), either in person or in writing, on the appropriateness of the CSE's recommendations on program placements to be made to the Board of Education. If you have any questions or would like to request a meeting to further discuss information contained in this notice please contact (name) at (telephone number).

Sincerely,