

**ACTION TAKEN WITHOUT NOTICE OR CONSENT/DISAGREEMENT WITH
ACTION**

(Be sure to keep a copy for your records)

(Date)

(Name, if known)

(Director or Supervisor of Special Education)

(Address)

Re: (Name of child, Name of school)

Actions taken without notice

Dear (name, if known):

On (date) I discovered that (describe action) was taken without any notice to me, and without my having given consent for it. It is my understanding that I have a right under special education law to prior notice, and must provide formal written consent before any such action is taken.

I do not consent to (action taken) and request that (matters be immediately returned to the way they were) before this illegal action was taken. I will be glad to meet with appropriate personnel to discuss this matter once I am given appropriate advance notice. If (the action taken) is not immediately suspended. I will seek a remedy through complaint management and/or due process proceedings.

Even if (the action complained of) is suspended, I would ask that you investigate this matter, and take appropriate action to remedy this violation of my child's rights. At a minimum, I would ask for a finding or admission that notice and consent were required but not given, that the action was therefore illegal and must be suspended, and a description of actions taken to insure that this will not happen in the future.

I look forward to hearing from you in writing within ten days of the date of this letter. Please contact me if you require any further information.

Sincerely,

(Parent's name
and address)