

**IF INITIAL REQUEST FOR SAT (Student Assistance Team) or STARS (Schools and Teachers Achieving Results for Students Team) REVIEW IS IGNORED OR DENIED**

(Be sure to keep a copy for your records)

(Date)

(Name of Special Education Supervisor, if known)

Special Education Supervisor

(Name of Parish)

(Address)

Dear (Name of Supervisor, if known)

I am the parent of (child's name), who is a student at (name of school). On (date) I made a written request to (name of principal) asking that (child's name) situation be reviewed at the next SAT/STARS meeting. A copy of that letter is enclosed. (Facts about unsatisfactory response, or failure to respond – see examples below).

It is my understanding that all children suspected of having disabilities are entitled to a timely SAT/STARS review, and if appropriate, a referral for an evaluation for special education. I am concerned that this process begin as soon as possible so that (child's name) problems can be appropriately addressed in a timely manner before they become worse.

Please review this matter, and advise me in writing within five working days of your conclusions. I will be glad to provide any additional information that may be needed.

Sincerely,

(Parent's name and address)

cc: (Principal's name)

**Examples:**

1. In the month since that letter was sent. I have received no response from (principal's name). (Child's name)'s teacher says s/he has not been asked for any referral information regarding (child's name), and that (s/he) s continuing to have serious problems in the classroom.
2. (Principal's name) responded by telephone, and told me that (child's name)'s case is not serious enough to justify a review at this time. (Child's name) continues (to make poor grades) and/or (to have behavior problems which result in disciplinary actions).