

Dear Mrs. Smith,

Your son, Isaac, currently attends school for fewer hours than most other students in his grade. This is a decision that was made by the IEP team on [DATE].

When a student attends school for less time than most other students in the same grade, we are now required to make sure you know and understand how to protect your child's rights to attend a full day of school if that is your wish.

Oregon law now enforces the right of every student with a disability to attend school for the same amount of time as the student's peers. This means that:

- While your child is at school, they have the right to receive appropriate instruction and support from qualified teachers and classified staff.
- The school district is required to make sure that your child is not restricted to abbreviated or shortened school days **unless** doing so meets their unique needs **and** after an IEP Team has considered all other options that would allow your child to attend school full time. We cannot recommend a shorter school day for your child because of staffing, transportation or budget issues.
- The school district is not allowed to require your child to attend school for less time than other children in the same grade unless you agree. Your child's school time can't be shortened unless you sign a consent form.
- If your child receives abbreviated school days, the IEP team must meet every 30 days to review the placement unless you agree to meet less often. Meetings must be held at least once every 90 days.
- Even if you agree to meet less frequently than every 30 days, you can still request a meeting at any time. Once the district receives a written request for a meeting from you, the meeting must be scheduled within 14 calendar days.
- You have the right to change your mind about agreeing to shorter school days for your child at any time. You do not need to provide a reason and do not need to attend a meeting first.
- You can request in writing that your child be returned to school full time by notifying the school district that you no longer agree to a shortened school schedule. Once the school district receives this notice, we must be sure that your child is returned to full time school within 5 school days.

- If we do not return your child to full school days within 5 school days of receiving your request to do so, your child will be entitled to compensatory education of 1 hour for every 2 hours missed **after** the 5-day deadline.

If you have further questions about your child's placement on an abbreviated school day program or the choices you have about it, please contact _____. This can also be discussed at the next meeting of the IEP Team which will be held _____.

We are required to make sure that you receive this information and to get a signed acknowledgement from you. Please complete the following form and mail it to _____, or bring it to the next review meeting.

Acknowledgement

My child is currently placed on an abbreviated school day program. The school district provided me information about my child's right to attend school for the same amount of time of other students. The district also informed me that my child cannot be required to attend school less often than other students in the same grade without my written consent.

I previously provided written consent to my child's placement on an abbreviated school day program. **I do not wish to revoke that consent at this time.** I know that I can change my mind at any time, and that if I do, the school district must ensure my child can access a full-time school program within five school days of receiving my written request.

Name

Signature

Date