*address email to case manager. cc principal. (if the school administration is already aware of this issue and has been unable to rectify it, cc your ODLSS rep as well. if you do not know who the rep is for your school, call ODLSS (773) 553-1800 and ask for the name and email address. don’t involve odlss before giving the school a day or two to respond to your dispute.)*

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SUBJECT: {CHILD'S FULL NAME}, DOB: {MM/DD/YYYY}, Student ID# {FIND IT ON 1st PAGE OF IEP}

Good Morning/Afternoon Mr./Ms. {CASE MANAGER'S LAST NAME}:

I am writing because CPS is out of compliance with the provisions of my child, {FULL NAME}`s IEP.

{FIRST NAME}`s IEP provides {NUMBER OF SERVICE MINUTES FROM IEP} weekly minutes with a/an {ROLE OF SERVICE PROVIDER, Occupational Therapist, Paraprofessional, Special Education Teacher, Speech Pathologist, etc.} in {SETTING--push-in, pull-out, lunch, recess, etc.}.

To the best of my knowledge, {FIRST NAME} has not received {SERVICE} for {NUMBER OF WEEKS} weeks, and thus far has been denied {THE PRODUCT OF THE NUMBER OF WEEKLY IEP MINUTES MULTIPLIED BY NUMBER OF WEEKS MISSED} service minutes.

[*Repeat above paragraph for each service in dispute.]*

Please respond by the end of the day tomorrow {INSERT DATE} and indicate the immediate action(s) the District will take to meet its FAPE obligation to my son/daughter as per the terms of his/her IEP.

Respectfully,

{YOUR FIRST AND LAST NAME}

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*if you do not receive a timely or satisfactory reply, email* [*info@raiseyourhandil.org*](mailto:info@raiseyourhandil.org) *for info on possible next steps*