

## Sample Letter Requesting a Meeting to Discuss Compensatory Education Services

Case Manager  
School/School District  
Town, Vermont

Date

Dear [Name of Case Manager]:

I am writing to request an IEP meeting to discuss the provision of compensatory education services to my child, \_\_\_\_\_, to make up for the missed special education and related services they experienced when schools were closed due to the Coronavirus.

My child was out of school and was not receiving their complete special education and related services from \_\_\_\_\_ [start date] through \_\_\_\_\_ [end date – last day of school your child would have attended if school had been open.] My child received no special education services from \_\_\_\_\_ [start date] through \_\_\_\_\_ [end date], and only partial special education services from \_\_\_\_\_ [start date] through \_\_\_\_\_ [end date.] My child received no related services from \_\_\_\_\_ [start date] through \_\_\_\_\_ [end date] and only partial related services from \_\_\_\_\_ [start date] through \_\_\_\_\_ [end date.]

Service in IEP	Dates without any service	Partial service delivered	Dates of partial service	Missed services

The US Department of Education has issued guidance indicating that the IEP team must meet to determine whether the lack of special education and related services requires the provision of compensatory education. "Schools must consider the impact of a provider's absence or a child's absence on the child's program and performance and determine how to ensure the continued provision of FAPE [a free, appropriate public education] in order for the child to continue to progress and meet the annual goals in his or her IEP. Whether an interruption in services constitutes a denial of FAPE is an individual determination that must be made on a case-by-case basis." See <http://www2.ed.gov/policy/speced/guid/idea/letters/2007-1/clarke030807disability1q2007.pdf>. This guidance was reinforced in guidance from the US Department of Education issued in March, 2020, at <https://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/qa-covid-19-03-12-2020.pdf>.

I sincerely appreciate your efforts to provide some of my child's special education and related services during the difficult period when schools were closed. However, the [lack of provision of any special education or related services] [failure to provide all of the special education and related services] contained in my child's IEP has led to a failure of my child to achieve their IEP goals and objectives [and in fact caused regression in their knowledge and skills.] For these reasons, I am requesting an IEP meeting to discuss the compensatory services my child needs and will receive in the new school year.

Thank you for your prompt attention to this matter.

Sincerely,

Name of Parent/Guardian

Contact information (address, phone and email)

CC: \*List any other persons who were copied on this letter such as other school administrators, etc...

## Sample Completed Letter Requesting a Meeting to Discuss Compensatory Education Services

Dear Ms. Jones:

I am writing to request an IEP meeting to discuss the provision of compensatory education services to my child, Anita Smith, to make up for the missed special education and related services they experienced when schools were closed due to the Coronavirus.

My child was out of school and was not receiving her complete special education and related services from March 16<sup>th</sup> through the last day of school she would have attended if school have been open, June 24<sup>th</sup>. My child received no special education services from March 16<sup>th</sup> through April 3<sup>rd</sup>, and only partial special education services from April 6<sup>th</sup> through June 24<sup>th</sup>. My child received no related services from March 16<sup>th</sup> through April 3<sup>rd</sup>, and only partial related services from April 3<sup>rd</sup> through June 24<sup>th</sup>.

Service in IEP	Dates without any service	Partial service delivered	Dates of partial service	Missed services
Specialized instruction – reading 1 hr/day	3/16-4/3 15 days/15 hours of no service	Specialized instruction- Reading 2 hrs/wk	4/6-6/24 8.5 weeks of only 2 hrs/week	15 hours + 25.5 hours = 40.5 hours
Speech services: 1 hour 3 x/week	3/16-4/3 (3 wks.) 9 hours no service	Speech services: 1 hour 1x/week	4/6-6/24 8.5 weeks of only 1x/week speech	9 hours + 17 hours = 26 hours
Physical therapy- 1 hour x 3x/week	3/16-4/3 (3 wks) 9 hours no service	PT: 1 hour 1x/week	4/6-6/24 8.5 weeks of only 1x/week PTI	9 hours + 17 hours = 26 hours

The US Department of Education has issued guidance indicating that the IEP team must meet to determine whether the lack of special education and related services requires the provision of compensatory education. “Schools must consider the impact of a provider’s absence or a child’s absence on the child’s program and performance and determine how to ensure the continued provision of FAPE [a free, appropriate public education] in order for the child to continue to progress and meet the annual goals in his or her IEP. Whether an interruption in services constitutes a denial of FAP is an individual determination that must be made on a case-by-case basis.” See <http://www2.ed.gov/policy/speced/guid/idea/letters/2007-1/clarke030807disability1q2007.pdf>. This guidance was reinforced in guidance from the US Department of Education issued in March, 2020, at <https://www2.ed.gov/policy/speced/guid/idea/memosdcitrs/qa-covid-19-03-12-2020.pdf>.

I sincerely appreciate your efforts to provide some of the special education and related services in my child’s IEP during the difficult period when schools were closed. However, the failure to provide all of the special education and related services contained in my child’s IEP has led to a failure of my child to achieve their IEP goals and objectives and in fact caused regression in their knowledge and skills. For these reasons, I am requesting an IEP meeting to discuss the compensatory services my child needs and will receive in the new school year.

Thank you for your prompt attention to this matter.

Sincerely,

Ms. Smith  
[Ms.smith@aol.com](mailto:Ms.smith@aol.com); xxx-xxx-xxxx (cell phone)