Dear Parent,

This letter serves to notify you that at the end of this school year, your child, STUDENT NAME, who attends NONPUBLIC SCHOOL NAME, exceeds the maximum age range for children served by our local education agency (LEA), LEA NAME. For students attending nonpublic schools, as stated in District of Columbia Municipal Regulations (5 DCMR §E3019.09(c)):

*“If an LEA Charter-enrolled child with special needs attending a nonpublic school has not transitioned out of a nonpublic school within one hundred twenty (120) days of the end of the school year in which the child will exceed the maximum age range for children served by the LEA Charter as specified in its charter, the LEA Charter shall provide written notification to the child’s parent(s) or guardian(s) of their responsibility to enroll the child at another public charter school or into DCPS.”*

**You must enroll your child in a new LEA as soon as possible.** Enrollment in an LEA is required in order to ensure DC funding is available for your child’s educational program, ensure your child’s special education services are monitoring and delivered, and ensure your child’s residency is verified annually as required by law. Your options are to enroll your child in the District of Columbia Public Schools (DCPS) or one of the many District of Columbia public charter schools:

* *District of Columbia Public Schools*:  All District of Columbia students have a right to enroll in their neighborhood District of Columbia Public School.  DCPS also has specialty schools and programs with additional enrollment requirements.  To locate your child’s neighborhood school or to find out more information about enrolling in DCPS please visit [www.dcps.dc.gov](http://www.dcps.dc.gov) or contact DCPS at (202) 478-5738.
* *District of Columbia Public Charter Schools*:  All District of Columbia students have a right to enroll in any public charter school that they qualify for and that has open slots in the grade for which they seek admission.  To identify a charter school that serves your child’s grade level please visit the District of Columbia Public Charter School Board’s website at <http://www.dcpcsb.org/> or contact them by phone at (202) 328-2660.

You can also visit [www.myschooldc.org](http://www.myschooldc.org) to seek admission for participating public charter schools, DCPS out-of-boundary schools, and DCPS selective citywide high schools. Additional information to inform your selection of an LEA, including test scores and graduation rates, can be found on LearnDC at [www.learndc.org](http://www.learndc.org).

Once your child is enrolled in a new LEA, in accordance with Federal and local law, your new LEA may review your child’s IEP to determine if it can fully implement your child’s IEP in the least restrictive setting (i.e. a public school setting). Please review the Office of the State Superintendent of Education- Part B procedural safeguards for parents, which can be found at <http://osse.dc.gov/publication/rights-parents-students-disabilities-idea-part-b-notice-procedural-safeguards>, to answer any questions you may have and to ensure you understand your role as a member of the IEP team.

Should you have any questions and/or concerns, please contact LEA STAFF NAME, at PHONE NUMBER.

Sincerely,

Dear Parent,

This letter serves to notify you that at the end of this school year, our local education agency (LEA) will be closing. As stated in District of Columbia Municipal Regulations (5 DCMR §E3019.11):

*“If a District or LEA Charter closes and ceases to operate, in full or in part, for any reason, including without limitation voluntary or involuntary revocation of the school’s charter, pursuant to District of Columbia compulsory school attendance law, (D.C. Official Code §38-202), the parent of a child who previously was enrolled in the closed District Charter or LEA Charter shall be responsible for enrolling the child in another LEA.”*

**You must enroll your child in a new LEA as soon as possible, but no later than [DATE].** Enrollment in an LEA is required in order to ensure DC funding is available for your child’s educational program, ensure your child’s special education services are monitoring and delivered, and ensure your child’s residency is verified annually as required by law. Your options are to enroll your child in the District of Columbia Public Schools (DCPS) or one of the many District of Columbia public charter schools:

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Once your child is enrolled in a new LEA, in accordance with Federal and local law, your new LEA may review your child’s IEP to determine if it can fully implement your child’s IEP in the least restrictive setting (i.e. a public school setting). This also applies to students attending nonpublic schools. Please review OSSE’s Part B procedural safeguards for parents, which can be found at <http://osse.dc.gov/publication/rights-parents-students-disabilities-idea-part-b-notice-procedural-safeguards>, to answer any questions you may have and to ensure you understand your role as a member of the IEP team.

Should you have any questions and/or concerns, please contact LEA STAFF NAME, at PHONE NUMBER.

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