

SAMPLE LETTER FOR COMPENSATORY SERVICES

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VIA ELECTRONIC DELIVERY

Ms. Susan Smith, Case Manager
North Orange Public Schools
ssmith@nops.k-12.com

Re: Compensatory Services for Samuel (Sam) Potter / DOB: 02-20-2010

Dear Ms. Smith,

Our son, Sam is a fifth grade student with disabilities who has been diagnosed with ASD and who has been eligible for special education and related services since entering the North Orange School District in preschool at the age of three. Sam's IEP provides for placement in the ABA program at Sunrise Elementary School where he received intensive 1:1 ABA-based instruction for 4 hours per day in addition to small group instruction. His IEP also provides for 5 individual 45-minute speech/language sessions per week, 3 individual 30-minute occupational therapy (OT) sessions per week, 4 hours per month of consultation provided by a Board-Certified Behavior Analyst (BCBA), a comprehensive behavior intervention plan (BIP) and instruction in the use of a speech-generating device (SGD); in addition to numerous accommodations, modifications and other supports and services.

As of March 13, 2020, the North Orange School District closed all of its schools due to the COVID-19 pandemic and Sam was left without an educational program. Since that time, we have been contacting you and Sam's teacher to find out when his educational services would begin. On April 1st, we received an email response from his teacher with a "packet" attached containing "worksheets" that we were instructed to have him complete. On April 15th, we were informed that Sam would be receiving one 15-minute OT session and one 15-minute speech/language session per week via tele-therapy, which would begin on April 20th. The following are the services Sam has received since April 20th: weekly "packets" from the classroom teacher, one 15-minute OT session per week, one 15-minute speech/language session per week, one brief (less than 15-minute) telephone call with his teacher per week, and one email "check-in" from the BCBA per week.

Please be informed that in the absence of a structured educational program including the intensive 1:1 instruction Sam requires, he has experienced significant regression across domains. Sam has lost his ability to use his SGD, leaving him without a functional form of communication. He has become physically aggressive and self-injurious and we have seen a significant decline in his receptive language skills. As a result, we fully expect Sam will receive compensatory educational services once school is back in session.

We look forward to our continued collaboration on Sam's behalf.

Sincerely,

Sarah Potter

James Potter

C: Dr. Susan Griswold, Director of Special Services
Mr. John Hancock, Superintendent of Schools

*** This sample letter is being provided for informational purposes only. No information contained in this document constitutes, or is meant to constitute, advice of any kind.*