***Sample Remote Learning Day “Stands Ready” Letter***

Dear (*name of parent[s]*):

During the COVID-19 pandemic mandatory school closure in Illinois, your child’s teachers and related service providers have arranged to provide the services on Remote Learning Days and offered an individual Remote Learning Plan to your child.

On (*date*), you contacted (*name of school personnel*) to indicate that you do not want educational services on Remote Learning Days for (*name of student*).

The School District has offered to provide services to (*name of student*) on Remote Learning Days and by declining these services, your child will not receive special education and related services during the mandated school closure. The School District understands this to be your voluntarily act, and that you are waiving the right to a free appropriate public education (FAPE) on Remote Learning Days and that you will not be able to seek compensatory services related to the school closure.

If you wish for your child to access the services which may be available under a Remote Learning Plan, please let us know by contacting (*name of school personnel*) at (*phone number and email address*). If at any time you wish for (*name of student*) in (*name of district*) to receive services on mandated Remote Learning Days, please let us know so we can arrange to develop an individualized Remote Learning Plan for (*name of student*) with your input. In the meantime, the District stands ready to implement the Remote Learning Plan for (*name of student*) offered to you.

Should you have any comments or concerns, please contact me immediately.

Sincerely,

cc: Procedural Safeguards