[DISTRICT LETTERHEAD]

[DATE]

**BY CERTIFIED MAIL, RETURN**

**RECEIPT REQUEST AND FIRST**

**CLASS MAIL**

[PARENT OR STUDENT NAME]

[ADDRESS]

**Re: PA 102-173 NOTIFICATION**

Dear [PARENT OR STUDENT NAME]:

This letter is being sent to you pursuant to Public Act 102-173 and in order to inform you the **School District** will provide Individualized Education Plan (“IEP”) services through the end of the 2021-2022 school year for IEP students who reached 22 years of age during a COVID-19 related suspension of in-person instruction, services or activities which lasted for three or more consecutive months. Each student’s IEP goals that were in effect when the student turned 22 years old will remain in effect while services are provided. If you feel an updated IEP is necessary, please contact **[IDENTIFED STAFF MEMBER]** to discuss revising their IEP goals.

This extension in services does not apply to students who no longer reside within the school district that was responsible for the student’s IEP at the time the student turned 22. In addition, the school district is not required to resume services at a private therapeutic day or residential program once the student has aged out of that program or funding for that program is not available.

If you would like to take advantage of these newly available opportunities or if you have any questions please feel free to contact **[IDENTIFIED STAFF MEMBER]** at  **[ENTER PHONE NUMBER AND EMAIL ADRRESS].**

Sincerely yours,

[NAME/TITLE DISTRICT SPECIAL EDUCATION COORDINATOR]

cc: Student Temporary Record