

# BOSTON PUBLIC SCHOOLS



Code of Conduct  
Attachment 3.14

## Notification of Right to Special Education Referral Following Suspension or Exclusion from School

School Name:

Date:

<Parent Name>

<Parent Address>

Dear <Parent Name>,

Your son/daughter \_\_\_\_\_ has been suspended from school for more than five (5) days in the current quarter (45 days). Under the *Code of Conduct*, when this has occurred and the student is not currently receiving special education services:

- (1) the school building administrator (principal, headmaster, director, or his/her designee) may consider referring the student for a special education evaluation; and
- (2) the administrator must inform parents of their right to refer their child for a special education evaluation.

- I am referring your son/daughter for a special education evaluation. You will be contacted shortly by the school's Evaluation Team Facilitator (ETF). The ETF will explain the process and give you the necessary forms.
- I am not referring your son/daughter for a special education evaluation. However, if you wish to refer your son/daughter for a special education evaluation, or if you have questions about the referral and evaluation process, please contact the school's Evaluation Team Facilitator (ETF) at 617-635-\_\_\_\_\_.

Sincerely,

Principal / Headmaster

cc: School ETF  
School file