

**School District Information**

**Notice of Recommendation  
Graduation with a  
High School (Local or Regents) Diploma**

Date of Notice: [redacted]

Insert parent name and address

Dear Parent or Guardian of [redacted] DOB: [redacted] Local ID number: [redacted]

**DESCRIPTION OF ACTION PROPOSED OR REFUSED:**

This Notice is to provide you with important information before your child graduates from high school so that you fully understand how graduation will affect your child's right to special education services. Your child is expected to graduate with a high school diploma (a local or Regents diploma). After receiving the diploma, your child will no longer be entitled to receive special education services.

**DESCRIPTION OF OTHER ACTION PROPOSED OR REFUSED:**

[redacted]

**EXPLANATION OF WHY THE ACTION IS PROPOSED OR REFUSED:**

[redacted]

**DESCRIPTION OF EACH EVALUATION PROCEDURE, ASSESSMENT, RECORD, OR REPORT USED IN THE DECISION TO PROPOSE OR REFUSE THE ACTION:**

[redacted]

**DESCRIPTION OF ANY OTHER OPTIONS CONSIDERED AND THE REASONS WHY THOSE OPTIONS WERE REJECTED:**

[redacted]

**DESCRIPTION OF OTHER FACTORS THAT ARE RELEVANT TO THE PROPOSED OR REFUSED ACTION:**

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**PARENTS OF A STUDENT WITH A DISABILITY HAVE PROTECTION UNDER THE PROCEDURAL SAFEGUARDS OF FEDERAL AND STATE LAW. BELOW IS A DESCRIPTION OF HOW A COPY OF THE NEW YORK STATE EDUCATION DEPARTMENT PROCEDURAL SAFEGUARDS NOTICE MAY BE OBTAINED:**

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**SOURCES FOR PARENTS TO CONTACT TO OBTAIN ASSISTANCE IN UNDERSTANDING THE SPECIAL EDUCATION PROCESS:**

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You have the opportunity to address the Committee on Special Education (CSE), either in person or in writing, on the appropriateness of the CSE's recommendations on program placements to be made to the Board of Education. If you have any questions or would like to request a meeting to further discuss information contained in this notice please contact (name) at (telephone number).

Sincerely,