

Parent Not in Attendance Letter
(Attachment to ARC Conference Action Form)

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|---------------------|-----------------------|--------------------|
| Student Name: _____ | Date of Birth: _____ | Date of ARC: _____ |
| School _____: | Student Number: _____ | |
| Disability: _____ | Grade: _____ | |

Dear Parent/Guardian,

An Admissions and Release Committee (ARC) has met to discuss the educational needs of _____. You are an important member of this committee and were invited to attend; we were sorry that you were not able to attend the meeting. Enclosed you will find a copy of the Meeting Summary. This Meeting Summary describes the proposed or refused actions recommended by the ARC, the reasons for the proposed or refused action, and a statement of your Parent Rights. Also enclosed are copies of any necessary forms and/or the information as described below:

- Your rights as a parent
- Notice of proposed or refused action (Meeting summary)
- Consent for specially designed instruction and related service
- Individualized Education Program
- Consent to Evaluate/Reevaluate
- Copy of the Integrated Report
- Transition Plan (students age 14 or older)
- Transfer of Rights: Under Kentucky law a child reaches the age of majority at age (18). All rights afforded the parent under IDEA will transfer to the child on the 18th birthday unless there is a court order or legal document showing that the parent continues to represent the child in educational matters. If the child marries prior to the age of eighteen (18) all rights transfer to the child.

Our records indicate the student will become 18 years old on: _____ (date)

Other: _____

If you have any questions or concerns, please contact:

ARC Chairperson: _____ School: _____ Phone: _____

- Mailed via U.S. Mail. Date Mailed: _____
 - Delivered by school personnel. Date delivered: _____
- Received by: _____