

SAMPLE LETTER REQUESTING TUITION REIMBURSEMENT FOR PRIVATE PROGRAMS

Instructions: Copy this on to plain paper or your own personal stationary. This written request gives you and your child certain legal rights. It is recommended that you keep a copy of this letter for your records, and records of any further correspondence or phone calls with the school district. If your child was evaluated privately, then you may want to inform the School District who evaluated and what was recommended.

Date: _____

Name: _____
School Principal

Name of School: _____

Address: _____

Dear _____:

I am concerned that (child's name) _____ current placement is not appropriate and that he/she is not receiving a Free and Appropriate Public Education. Specifically, my concerns are _____, _____, _____, _____.

In light of the inappropriate placement, within 10 days of this letter, I intend to enroll my child in _____ (private placement). The cost for this program is (tuition) _____. I will seek reimbursement for these costs from the district.

Sincerely,

Your Name _____

Address _____

Phone# _____

*Send to district 10 days before you enroll your child into private placement or school.

This is a sample letter. You should always consult a BMI representative or an attorney for further advice. This does not constitute legal advice.