SAMPLE LETTER: STUDENTS AGING OUT WHO ATTEND NONPUBLIC SCHOOLS

[DATE]

PARENT NAME

ADDRESS

ADDRESS

**RE**: STUDENT NAME

Dear Parent,

This letter serves to notify you that at the end of this school year, your child, STUDENT NAME, who attends NONPUBLIC SCHOOL NAME, exceeds the maximum age range for children served by our local education agency (LEA), LEA NAME. For students attending nonpublic schools, as stated in District of Columbia Municipal Regulations (5 DCMR §E3019.09(c)):

*“If an LEA Charter-enrolled child with special needs attending a nonpublic school has not transitioned out of a nonpublic school within one hundred twenty (120) days of the end of the school year in which the child will exceed the maximum age range for children served by the LEA Charter as specified in its charter, the LEA Charter shall provide written notification to the child’s parent(s) or guardian(s) of their responsibility to enroll the child at another public charter school or into DCPS.”*

Your options are to enroll your child in the District of Columbia Public Schools (DCPS) or one of the many District of Columbia public charter schools:

* *District of Columbia Public Schools*:  All District of Columbia students have a right to enroll in their neighborhood District of Columbia Public School.  DCPS also has specialty schools and programs with additional enrollment requirements.  To locate your child’s neighborhood school or to find out more information about enrolling in DCPS please visit [www.dc.gov/DCPS](http://www.dc.gov/DCPS) or contact DCPS at (202) 478-5738.
* *District of Columbia Public Charter Schools*:  All District of Columbia students have a right to enroll in any public charter school with open slots in the grade for which they seek admission.  To identify a charter school that serves your child’s grade level, please visit the District of Columbia Public Charter School Board’s website at <http://www.dcpubliccharter.com/> or contact them by phone at (202) 328-2660.

Additional information including test scores and graduation rates for each public school and public charter school in DC can be found on LearnDC at [www.learndc.org](http://www.learndc.org).

Should you have any questions and/or concerns, please contact LEA STAFF NAME, at PHONE NUMBER or at EMAIL.

Sincerely,

SAMPLE LETTER: STUDENTS ATTENDING CLOSING CHARTER LEA

NAME

TITLE

[DATE]

PARENT NAME

ADDRESS

ADDRESS

**RE: STUDENT NAME**

Dear Parent,

This letter serves to notify you that at the end of this school year, our local education agency (LEA) will be closing. As stated in District of Columbia Municipal Regulations (5 DCMR §E3019.11):

*“If a District or LEA Charter closes and ceases to operate, in full or in part, for any reason, including without limitation voluntary or involuntary revocation of the school’s charter, pursuant to District of Columbia compulsory school attendance law, (D.C. Official Code §38-202), the parent of a child who previously was enrolled in the closed District Charter or LEA Charter shall be responsible for enrolling the child in another LEA.”*

Your options are to enroll your child in the District of Columbia Public Schools (DCPS) or one of the many District of Columbia public charter schools:

* *District of Columbia Public Schools*:  All District of Columbia students have a right to enroll in their neighborhood District of Columbia Public School.  DCPS also has specialty schools and programs with additional enrollment requirements.  To locate your child’s neighborhood school or to find out more information about enrolling in DCPS please visit [www.dc.gov/DCPS](http://www.dc.gov/DCPS) or contact DCPS at (202) 478-5738.
* *District of Columbia Public Charter Schools*:  All District of Columbia students have a right to enroll in any public charter school with open slots in the grade for which they seek admission.  To identify a charter school that serves your child’s grade level please visit the District of Columbia Public Charter School Board’s website at <http://www.dcpubliccharter.com/> or contact them by phone at (202) 328-2660.

Additional information including test scores and graduation rates, for each public school and public charter school in DC, can be found on LearnDC at [www.learndc.org](http://www.learndc.org). Should you have any questions and/or concerns, please contact LEA STAFF NAME, at PHONE NUMBER or at EMAIL.

Sincerely,

NAME

TITLE

SAMPLE LETTER: STUDENTS AGING OUT OF THE LEA

[DATE]

PARENT NAME

ADDRESS

ADDRESS

**RE: STUDENT NAME**

Dear Parent,

This letter serves to notify you that at the end of this school year, your child, STUDENT NAME, will exceed the maximum age range for children served by our local education agency (LEA), LEA NAME.

Your options are to enroll your child in the District of Columbia Public Schools (DCPS) or one of the many District of Columbia public charter schools:

* *District of Columbia Public Schools*:  All District of Columbia students have a right to enroll in their neighborhood District of Columbia Public School.  DCPS also has specialty schools and programs with additional enrollment requirements.  To locate your child’s neighborhood school or to find out more information about enrolling in DCPS please visit [www.dc.gov/DCPS](http://www.dc.gov/DCPS) or contact DCPS at (202) 478-5738.
* *District of Columbia Public Charter Schools*:  All District of Columbia students have a right to enroll in any public charter school with open slots in the grade for which they seek admission.  To identify a charter school that serves your child’s grade level, please visit the District of Columbia Public Charter School Board’s website at <http://www.dcpubliccharter.com/> or contact them by phone at (202) 328-2660.

Additional information including test scores and graduation rates for each public school and public charter school in DC can be found on LearnDC at [www.learndc.org](http://www.learndc.org).

Should you have any questions and/or concerns, please contact LEA STAFF NAME, at PHONE NUMBER or at EMAIL.