

June XX, 2023

Via electronic mail only

Parent(s), email address

Address

City, Virginia Zip

Dear Parent(s)/Guardian:

As part of a corrective action plan required by the Virginia Department of Education (VDOE), Fairfax County Public Schools (FCPS) has updated its Special Education Handbook to further clarify for parents their special education rights, including how parents and schools can resolve problems. A revised copy of that handbook can be found here: [Special Education Handbook for Parents](#). (*Link*)

As previously discussed in the Special Education Handbook, in addition to the options described in the *Virginia Procedural Safeguards Notice: Special Education Procedural Safeguards Requirements* (<https://www.fcps.edu/sites/default/files/media/forms/se4.pdf>), FCPS has also instituted an administrative review process, to serve as a problem-solving mechanism for parents and staff members. The revised handbook makes it clear that this process is **not** a prerequisite for, nor does it preclude, access to any of the dispute resolution options outlined in the VDOE Special Education Procedural Safeguards.

On **date** you participated in an administrative review regarding **appeal**. Please note that your participation in this process does not prevent you from accessing any other dispute resolution options outlined on pages 20-31 of the VDOE [Special Education Procedural Safeguards](#). Should you wish to pursue any of these additional appeal options, please contact the FCPS Due Process & Eligibility office at 571-423-4470.

If you have any further questions, I may also be reached at 571-423-4470.

Sincerely,

Kristina Roman

Coordinator, Due Process and Eligibility

Enclosures

cc: Student scholastic record, **School**
PSL Name, procedural support liaison, **School** pyramid