

Dear Parent/Guardian:

All students are entitled to related services as defined on their IEP. However, there are instances or special situations that prevent the delivery of some or all related services.

Child's Name: _____

Your child's IEP recommendation is the following: Due to a staffing shortage, we are providing:

	RECOMMENDED			RECEIVING		
	Frequency	Duration	Group Size	Frequency	Duration	Group Size
Speech						
OT						
PT						
Counseling						

When our school is unable to provide the related services needed by a student, we will forward the name of that student to our Office of Related & Contractual Services (ORCS). ORCS will contract with agencies in order to facilitate the rendering of service. In the event, agency personnel is not available to meet the needs of our school, you will be sent a Related Service Authorization (RSA) packet to assist you in obtaining a related service provider. The packet will include:

- An introduction to the RSA Process
- A list of independent providers according to the unmet needs of your child.
- Directions for travel reimbursement.

The RSA process is only in effect for the current school year. Our goal is always to offer service using DOE personnel.

If you have any questions, please call (_____) at (_____). Thank you in advance for your cooperation and patience with this matter.

Sincerely,
