

WENATCHEE SCHOOL DISTRICT
SPECIAL EDUCATION DEPARTMENT

112 South Elliott
Wenatchee WA 98801
(509) 663-7117

NOTICE OF INTENT TO DROP

Date:

Dear _____:

This letter is intended to inform you that _____
has excessive absences that have resulted in his/her failure to access his/her special
education services at _____ school. At this time your student
has missed _____ days of school. Should your student have 20 days of non-
attendance (unexcused absences), he/she will be dropped from their school and from the
special education roster. Please note that a Truancy Petition may be filed due to
unexcused absences.

Should this happen, your student can re-access special education services by contacting
the Special Education Office at 663-7117 or myself at _____.

Respectfully,

_____, Special Education Teacher

*Please note that we have included your Rights and Responsibilities with this notice for
you to review. If you would like to have your rights explained to you, please contact the
Director of Special Education at 663-7117 for an appointment.