**Wyoming Department of Education**

**Letter of Concern to the Local Educational Agency**

Dear \_\_\_\_\_\_\_\_\_\_\_\_ (LEA Official):

I am writing as a representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (private school) and the students who are eligible to participate in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (federal program). The purpose of this letter is to express a concern on behalf of these students because I feel the process for reaching agreement through consultation in determining equitable services has not been met.

Specifically, here are my concerns and proposed resolutions:

1.

2.

3.

etc.

As a representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (list private school) , I am requesting that the LEA return to consultation, and as appropriate, take into account the expressed needs of the private school students and the appropriate activities explained above that meet those needs.

Please contact me within seven business days if you have questions or to arrange additional face-to-face consultation. I look forward to a positive resolution to this situation as soon as possible.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Private School Official Date Email Phone