

Local  
Educational  
Agency Logo

## Parent Notification Provision of a Related Service

This notification is to inform parents that a related service that was required in the student's individual educational plan (IEP) was not provided as scheduled. This notification must be sent to parents within ten (10) school days after the missed service. The notification may be sent in writing or by electronic means to the parents.

1. Name of School:

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2. Student Name:

|            |    |           |
|------------|----|-----------|
|            |    |           |
| First Name | MI | Last Name |

3. Service that was Not Provided:

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4. Date and Duration of the Service that was Not Provided:

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5. Reason the Service was Not Provided:

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6. Description of the Plan for the Provision of Make-up Services, if Applicable:

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A parent has the right, upon request, to inspect and review all service provider logs, progress notes, or other documentation related to the provision of special education and related services to the student. Such records must be made available no later than fifteen (15) school days after the service is provided, consistent with parental access rights under state and federal law.