



Sample Follow Up Letter IEP & 504

<Your Name>
<Street Address>
<City, State, Zip>

<Date>

Keith Hayashi, Superintendent
PO Box 2360
Honolulu, HI 97804

RE: <Child's First and Last Name>

Dear Mr. Hayashi:

On <Date>, I wrote to <Principal's Name> and CC'd Complex Area Superintendent <Complex Area Superintendent's Name> regarding the bullying and harassment of <Child's name> at <School name>. To date I have received no response to this letter. I am imploring you to immediately remedy this situation in order for my child to benefit from a Free and Appropriate Education (FAPE). If you or Principal <Principal's Name> do not investigate or take effective correction action, I may claim that the Department of Education has shown deliberate indifference to this discrimination. Please respond within five business days.

Thank you for your prompt attention to this serious problem.

Sincerely,

(Signature)

<Your Name>

Enc. Copy of letter dated <Date of letter> to <Principal's Name>

Sign and keep a copy for your records.

Provided to you by Leadership in Disabilities & Achievement of Hawai'i. <https://LDAHawaii.org>

5/2022/BR