

# Exhibit C

January 17, 20\_\_

**VIA REGULAR MAIL**

Parent(s) of Class Member  
1234 Broad Street  
Philadelphia, PA 191xx

Re: Notice of Change

Dear Parent:

Your child is currently in the **[insert current grade]** and assigned to a **[insert current classroom grade range]** Autistic Support (“AS”) classroom at **[insert name of current school]**. That school will not have an AS program available for students in grades **[insert next classroom grade range]** next year. If your child continues to need a supplemental level of autistic support for the next school year, your child will be assigned next year to a new school building that has a grade-appropriate AS classroom. The School District is currently in the process of determining a location. You will receive a letter in June notifying you of your child’s new school assignment. [Your child will be assigned to X building next year (*if known replace previous 2 sentences*)].

Please do not hesitate to contact me at **[insert designee’s telephone number]** regarding this transfer. You can also speak with your child’s classroom teacher regarding transition issues, or request an IEP meeting to discuss your child’s needs.

Sincerely,

**[School District designee]**

cc: IEP Team LEA, SEL, and Special Education Teacher

June 1, 20\_\_

**VIA REGULAR MAIL**

Parent(s) of Class Member  
1234 Broad Street  
Philadelphia, PA 191xx

Re: Notice of Change

Dear Parent:

We informed you previously that your child will be assigned to a new school building next year because your child's current school building will not have a grade-appropriate Autistic Support ("AS") classroom for your child. Your child will be assigned to **[next school building]** for the 20\_\_-\_\_ school year.

I am available to answer questions or to discuss any concerns you may have. My telephone number is **[insert designee's telephone number]**.

I have enclosed the "Parents' Rights: Understanding the Procedural Safeguards Notice" pamphlet published by the Pennsylvania Department of Education Bureau of Special Education which can provide you with more information. You can call the Office for Dispute Resolution ("ODR") at 1-800-222-3353 or any organization listed in the pamphlet for more information about mediation or to file a request for a due process hearing. If, after talking to the ODR or other organizations listed, you intend to mediate or to file for a due process hearing, please notify me at the above number as well.

Sincerely,

**[School District designee]**

cc: IEP Team LEA, SEL and Special Education Teacher