**Notification Letter for removal from remote (Sample)**

**Parent Notification of Student’s Cancellation of Remote Learning**

***[Insert name of school district/campus]***

***[Insert date]***

Dear Parents of ***[Insert name]***:

Based on your child’s attendance and/or academic performance in a remote instruction setting, ***[LEA name]*** is recommending cancellation of remote instruction for your child.

As part of our goal to ensure an effective learning environment for your child, we have evaluated attendance and/or grade level results of your child’s performance in remote learning, based on the following criteria:

* + Student has a class average of ***[insert criteria]*** or below in ***[insert course name]***
	+ Student has ***[insert criteria]*** or more unexcused absences in ***[insert course name]***

Beginning on ***[Insert date 2 weeks or more from date of this letter*]** your child will be required to return to in-person learning. If you have questions or concerns regarding this placement, please contact your child’s campus at your earliest convenience at ***[insert phone number*]**.

If you disagree with remote learning cancellation, you may appeal this decision in one of two ways:

* 1. **Submitting a medical exemption**, which you can find attached to this communication, or you can download it here (LINK). This exemption requires health care provider certification that your child or an individual in his/her household has a high-risk medical condition as defined by the Centers for Disease Control. You can submit this appeal via email to ***[insert email].***
	2. **Requesting a transition meeting.** If you request a transition meeting (which can be held virtually), ***[insert district name]*** will contact you to schedule a transition meeting, including your student’s teacher in **[insert course above]** . The meeting will occur no sooner than 3 days after you request it, and your child may continue to learn remotely until the meeting has been held.

If you have questions about this notice, please contact ***[insert email].***

Sincerely,

***[Insert name of campus principal]***

***[Insert name of campus]***