**Additional Code for Additional Parent**

«Date»

To the Parent of «Student\_First\_Name» «Student\_Last\_Name»

Dear «First\_Name» «Last\_Name»

The «District\_Name» is working with the U.S. Office of Education and the Wisconsin Department of Public Instruction to ask parents about how schools develop partnerships with parents.

**Why we are asking for your help:**

* + Your child’s education is important and we want to know what you think.
	+ This is a chance to confidentially inform your district or school of the services that are helping families.
	+ «District\_Name» is required to collect this information by federal and state law.
	+ Filling out this survey gives information to the Wisconsin Department of Public Instruction about resources that can assist Wisconsin schools in areas of family engagement. For example, previous responses to this survey led to the development of resources such as Communication Options for Families (attached).

**What you can do to help with this survey:**

Complete the survey using one of the methods below: **Surveys must be completed by June 30.**

1. **Computer –** Go to <http://dpi.wi.gov/sped/families/parent-survey> and complete the online survey.

Use the username and password in the box below.

Second Username: «Username2»

Password: «Password»

Student Name: «Student\_First\_Name» «Student\_Last\_Name»

1. **Phone -** Call your school district at «School\_Phone» and a staff person will read the questions to you and type your answers into a computer. You can also contact a WSPEI Family Engagement Coordinator (contact list on <http://wspei.org/contact/>), email WSPEI@cesa12.org, or call 833-879-7734. To contact a WI FACETS staff member call (877) 374-0511.
2. **Paper survey -** Call your school district at «School\_Phone» and ask for a paper copy.

**Who can Help if you Have Questions or Require Assistance with the Parent Survey?**

* Contact your district special education / pupil services office.
* WSPEI Family Engagement Coordinators are available to assist with the parent survey.

If you would like further information about WSPEI, parent information, resources, training, or the parent survey please go to <http://wspei.org/>. To find WSPEI Coordinator contact information go to <http://wspei.org/contact/> or call (877) 879-7734.

* Wisconsin FACETS is Wisconsin’s Parent Training and Information Center and they are available to assist parents with the parent survey. Visit <http://www.wifacets.org/> or call (877) 374-0511.

**You may take the survey starting February 15**.

This letter includes the 2nd code for your child so that an additional parent is able to take the survey. The first code was already sent by the district to your child’s other parent.

Within a few weeks after the survey opens, a person from the school/district office or a WSPEI Family Engagement Coordinator from a Cooperative Educational Service Agency (CESA) may contact you to offer assistance in completing the survey.

Thank you for helping us collect this information!

«Director\_Name», «Title»

«District\_Name»

*The information you provide in the survey is confidential.*

*This report helps districts and the Wisconsin Department of Public Instruction increase family engagement to improve services and results for children with disabilities.*

**Communication Options for Families**

**Options Available if You Have Questions or Disagree with a Decision of the School**

***Families and schools have a “built-in” partnership with the child as the focus.***

***This partnership will grow when parents and school staff work together. Disagreements may happen, but working together improves your child’s education.***

**What can you do if questions or concerns arise?**

◊ If concerns arise, families are encouraged to first talk directly with the people involved as soon as possible

(examples: local contacts such as your child’s teachers, principal, other school administrators)

◊ First, call to schedule an informal meeting to discuss the situation

◊ Then, prepare for the meeting by making a list of concerns and some possible solutions

**What can you do in the meeting?**

◊ Identify student strengths and acknowledge what is working

◊ Identify concerns of families and educators

◊ Use active listening in order to understand the other person’s perspective

◊ Ask questions or restate ideas so the team has a clear understanding

◊ Work together to suggest some possible options to resolve the concerns

◊ Analyze all of the options to see if you can find areas of agreement

◊ Discuss what should happen next

**What if concerns are not fully resolved in the meeting?**

◊ Request a break or ask the IEP team to meet again and consider including additional team members.

◊ Call others for suggestions on possible future action.

***Problem solving at the school level gives families and school districts more collaborative options on outcomes for children.***

**Next Steps: What can be done if these attempts at solving problems don’t work?**

◊ **Facilitated IEP**: An option for early conflict resolution Wisconsin has chosen to make available to families and schools. A neutral, trained professional helps the IEP team with the IEP process. <http://dpi.wi.gov/sped/dispute-resolution>

◊ **Mediation:** An option for early conflict resolution available at no cost to families and schools. A mediator helps families and schools work toward resolution on special education conflicts/issues. <http://dpi.wi.gov/sped/dispute-resolution>

◊ **IDEA State Complaints**: Anyone who believes a school district violated state or federal special education law has the right to file a complaint with DPI. More information at: <http://dpi.wi.gov/sped/dispute-resolution>

◊ **Due Process Hearings**: Parents, adult students, and schools districts have the right to request due process hearings for special education disputes. More information at: <http://dpi.wi.gov/sped/dispute-resolution>

***Access to WSPEI Family Engagement Coordinators and the WI Mediation System are provided at no cost to parents.***

CESA – Cooperative Educational Service Agency IEP – Individualized Education Program

DPI – Department of Public Instruction WSPEI – Wisconsin Statewide Parent Educator Initiative

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WSPEI information can be found at [**www.wspei.org**](http://www.wspei.org)

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