

####Date

Re: Case No.##

##, District Administrator  
## School District  
##  
##, Wisconsin 5##

##  
##  
##, Wisconsin 5##

Dear ## and ##:

On ##, a special education complaint was filed with the Department of Public Instruction by ## against the ## School District. On ##, ## informed ##, a department consultant, that the district had taken actions to satisfy his/her concerns about his/her child's special education and that he/she does not wish to proceed with the complaint. The department would like to commend both parties for their efforts in reaching a resolution.

Therefore, the department is closing this complaint investigation. The complainant has the right to file a complaint in the future in the event he/she believes the district has not followed the requirements of state or federal special education law.

Should you have any questions regarding this matter, please contact xx at (608) xx.

Sincerely,

DIVISION FOR LEARNING SUPPORT:  
EQUITY AND ADVOCACY

Stephanie J. Petska, Ph.D., Director  
Special Education

wth/##

c: ##, School Administration Consultant, Special Education Team  
##, Pupil Services Director, ## School District