

xx, 2009

Re: 09-0xx

xx, District Administrator
xx School District
xx
xx, Wisconsin 5xx

xx
xx Street
xx, Wisconsin 5xx

Dear xx and xx:

On xx, the Department of Public Instruction (DPI) received a complaint under state and federal special education law from xx against the xx School District. The issue is whether the district, during the 2008-2009 school year, failed to xx. On xx, the complainant requested a hearing regarding the same issue. Federal regulation requires that when a complaint and a due process hearing relate to the same issue, the department sets aside the investigation of the complaint issue until the completion of the due process hearing and any appeals. The department will set aside its investigation of this issue until the completion of the hearing and any subsequent appeals, when it will complete its investigation of this complaint.

Should you have any questions regarding this letter contact xx at (608) 26xx.

Sincerely,

DIVISION FOR LEARNING SUPPORT:
EQUITY AND ADVOCACY

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

Aby/###

Enclosure

cc: xx, School Administration Consultant, Special Education Team