**Template Letter for Parents:**

**School Transfer Denied – Special Education**  
  
**Purpose:** The new student transfer law did not make changes to transfer requirements for special education students; however, districts can customize the letter below to inform parents that a transfer for a student who requires special services has been denied.

Dear [Parent’s Names]:

Thank you for applying for a transfer for your child, [Name]. We appreciate your interest in [District].

We understand the importance of ensuring the individual needs of students are met. Unfortunately, after reviewing records and discussing your child’s required services with his/her current school district, we have determined we do not have availability to accommodate the appropriate program, staff and services for your child. **For this reason, we must deny your special education transfer request.**

We apologize for any inconvenience or disappointment this may cause. Our school team wishes you and your family the very best [for the [year] school year OR this school year].

Sincerely,

[Name]  
[Superintendent]