

## Sample language for requesting school training

Dear [Name of Special Education Director/Principal/Case Manager],

I am writing regarding my child, [Child's Name], who is eligible for special education services under the Individuals with Disabilities Education Act (IDEA). Because my child has had epilepsy surgery, school staff may need additional training to understand how this surgery affects learning, behavior, and safety at school.

Under IDEA, the school district has an obligation to provide my child with a free appropriate public education (FAPE) in the least restrictive environment, including the special education and related services needed for my child to make appropriate progress. See 20 U.S.C. § 1401(9), § 1412(a)(1); 34 C.F.R. § 300.17, § 300.101.

IDEA also specifically contemplates training and supports for school personnel as part of the services needed for a child to receive FAPE. For example:

- **“Related services”** include developmental, corrective, and other supportive services required to assist a child with a disability to benefit from special education. 20 U.S.C. § 1401(26); 34 C.F.R. § 300.34. Training of staff can fall under this category when it is necessary for the child to benefit from special education.
- **“Supplementary aids and services”** include aids, services, and other supports that are provided in regular education classes and other settings to enable a child with a disability to be educated with nondisabled peers. 20 U.S.C. § 1401(33); 34 C.F.R. § 300.42. These can include consultation and training for school personnel when needed to implement the IEP.
- The IEP must include a statement of the special education, related services, supplementary aids and services, and program modifications or supports for school personnel that will be provided for the child. 20 U.S.C. § 1414(d)(1)(A); 34 C.F.R. § 300.320(a)(4).

Because epilepsy surgery can significantly affect cognition, learning, behavior, vision, fatigue, and safety, I am requesting that staff who work with [Child's Name] receive training about how epilepsy surgery affects students in school and about appropriate supports. This training is necessary to ensure that staff can implement [Child's Name]'s IEP and provide FAPE. Specifically, I am requesting that the IEP team consider adding the following to [Child's Name]'s IEP under “supplementary aids and services,” “related services,” or “supports for school personnel”:

- School personnel training on the impact of epilepsy surgery on learning, behavior, and safety; and
- School personnel training on appropriate accommodations, modifications, and supports for [Child's Name].

The Pediatric Epilepsy Surgery Alliance offers a free, online self-paced training course for school personnel that covers these topics in a practical, school-focused way. I am requesting that staff involved in [Child's Name]'s education (for example, general and special education teachers, therapists, school nurse, and relevant support staff) be given time and support to complete this training.

Please let me know how the district plans to address this request, and I ask that we discuss school personnel training as part of [Child's Name]'s next IEP meeting and document any agreed-upon training in the IEP.

Thank you for your attention to this request and for your work supporting [Child's Name] at school.

Sincerely,  
[Parent/Guardian Name]  
[Date]