

Date: 3/12/12

Dear Parents:

As a parent of a child receiving special education services, you are invited to attend a public meeting where you may speak to staff from the Ohio Department of Education, Office for Exceptional Children (OEC) regarding special education programs and services in **Archbold-Area Local School** district.

This public meeting is just one activity that OEC conducts as part of OEC's onsite review of the Archbold-Area Local School district's Compliance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA).

### **Information about the Public Parent Meeting**

**Public meeting information:**

**Date:** March 27, 2012

**Time:** 5:30 – 7 p.m.

**Location:** Archbold High School – Lecture Hall, 600 Lafayette Street, Archbold, Ohio 43502

**Alternative meeting information** (in case of cancellation due to bad weather or other emergency):

**Date:** March 28, 2012

**Time:** 5:30 – 7 p.m.

**Location:** Archbold High School – Lecture Hall, 600 Lafayette Street, Archbold, Ohio 43502

**Please contact:** John Magee at 614-728-1115 or [john.magee@education.ohio.gov](mailto:john.magee@education.ohio.gov) if you  
**Plan to attend the Public meeting.**

### **Public Parent Meeting**

Individuals may participate in the public meeting by providing spoken and/or written comments. There are three ways for you to share your comments with OEC:

1. Provide public comment at the public meeting: Upon arriving, sign-in and if needed complete the form 'Request to Address the Office for Exceptional Children' available at the sign-in table and return it to an OEC representative;
2. Provide written comments: Written comments forms are available at the public meeting or you may send written comments to OEC by:

- Mail to Dolores Fantroy, Office for Exceptional Children, Ohio Department of Education, 25 S. Front St., MS 202, Columbus, OH 43215-4183;
- Fax to Dolores Fantroy at (614) 752-1429; or
- E-mail to Dolores Fantroy at [dolores.fantroy@education.ohio.gov](mailto:dolores.fantroy@education.ohio.gov).

The Office for Exceptional Children must receive your written comments by 5 p.m. on April 27, 2012.

3. Through individual meetings: Parents may request an individual meeting with OEC consultants while they are in the district. Approximately 20 minutes will be scheduled for each meeting, depending on the number of individuals making request. Please contact: John Magee at 614-728-1115 or [john.magee@education.ohio.gov](mailto:john.magee@education.ohio.gov) to arrange for an individual meeting.

**Special Accommodations:** All meeting sites are accessible to individuals with disabilities. Please notify OEC if you need accommodations for a disability to participate in the public and/or individual meeting (e.g., interpreting services, assistive listening devices, materials in alternate format). Requests for special accommodations are required one week before the meeting. OEC will make every attempt to comply with a late request, but cannot guarantee that every requested accommodation will be available.

**Meeting Attendance:** Although not required, please confirm your attendance to help OEC make arrangements that give everyone an opportunity to participate. Please contact: John Magee at 614-728-1115 or [john.magee@education.ohio.gov](mailto:john.magee@education.ohio.gov). If you are not able to register in advance, you may still attend the meeting.

*Copies of [Whose IDEA Is This? A Parent's Guide to the Individuals with Disabilities Education Improvement Act of 2004 \(IDEA\)](#) will be available at the meeting.*

**Please Note:** The Public Parent Meetings are *not* intended to resolve complaints about services for an individual child. Comments made at the public meeting, individual meetings or submission of written comments to OEC do not constitute a formal complaint. Information about IDEA procedural safeguards and the formal complaint process will be provided at the meeting. Any issues addressed, either in writing or during the public meeting, will be considered but may not be included in OEC's summary report to the district. However, they will be considered during the monitoring process.