



Shenendehowa

Central Schools

BOE Form 4410F12

**SUBJECT: SUPERINTENDENT HEARING LETTER WITH DETERMINATION -
MANIFESTATION MEETING NOT YET HELD**

[Date]

[Name]

[Address]

Dear M/M _____:

Enclosed is a copy of the findings and recommendations of [Hearing Officer Name], Hearing Officer, concerning the disciplinary charges against your child, [Student Name].

After a review of these findings and recommendations, I have determined to accept them. Once the determination by the Manifestation Team is known, and if [Student Name]'s behavior on [Date] is in fact a manifestation of your child's disability, I would expect the steps outlined in the determination to be followed.

If the Manifestation Team determines that [Student Name]'s behavior is related to their disability, I am directing the Committee on Special Education to convene as soon as practicable, within the coming weeks, to review [Student Name]'s IEP and conduct a functional behavioral assessment and implement a behavioral intervention plan (BIP), or review and modify, as necessary, if a BIP exists. Please note that any similar types of behaviors in the future may result in [Student Name] being placed in an alternative education setting.

You have the right to appeal this decision to the Board of Education. A request to appeal to the Board must be in writing and addressed to the Clerk of the Board at 5 Chelsea Place, Clifton Park, New York 12065. Your appeal must be submitted within thirty (30) calendar days of the date of this decision.

Sincerely,

(Name of Superintendent)
Superintendent of Schools

Enclosure

cc: [Name], Principal
[Name], Associate Principal
[Name], Class Assistant Principal
[Name], Director of Special Education
[Name], Academic Administrator for Special Education
[Name], School Psychologist

Reviewed/Revised: June 9, 2020, June 7, 2022, June 6, 2023, July 9, 2024, June 10, 2025