

**Sample Letter to Complainant Regarding Decision of District Reconsideration Committee**

Date \_\_\_\_\_

Dear \_\_\_\_\_

As you know, the District Reconsideration Committee met on \_\_\_\_\_ with respect to your request for reconsideration regarding the use of

\_\_\_\_\_.

Please be advised that the District Reconsideration Committee has reached the following determination with respect to your request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

If you wish, you may, within two (2) weeks of the date of notification of this decision, request an appeal to the Cambridge School Committee for a hearing before the full School Committee. Any such appeal should be put in writing and directed to the attention of the Office of the School Committee, 465 Broadway, Cambridge, Massachusetts 02138.

Sincerely,

Office of the Superintendent