



Sample Letter to Complainant Regarding Decision of Reconsideration Committee

Date _____

Dear _____

As you know the Reconsideration Committee met on _____ with respect to your request for reconsideration regarding the use of _____ in our school.

Please be advised that the 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 district level reconsideration committee. Any such appeal should be put in writing to the on the school district's Appeal of Reconsideration Committee Decision form and directed to the attention of the Office of the Superintendent, Cambridge Public Schools, 135 Berkshire Street, Cambridge, Massachusetts 02141. You may obtain a copy of the school district's Appeal of Reconsideration Committee decision by contacting my office or a copy of the form may be obtained from the school district's website.

Sincerely,

Office of the Superintendent