**Form G**

**Request for Extension of Time**

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office of State Review

80 Wolf Road Suite 203

Albany, NY 12205

Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ v. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*School District Name*) (*Name of* *Parent[s] or Student*)

SRO Case No. \_\_\_\_\_-\_\_\_\_\_\_\_\_; IHO Case No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*if known*)

Dear State Review Officer:

I am the parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(*Student's Name*) (*Date*)

20\_\_\_\_, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ served me with a request for review. My answer is

(*School District Name*)

currently due to be served on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_. I am writing to

(*5 business days from the day you were served*)

request an extension of time to answer the request for review until

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

(*Date*)

The reason I am requesting an extension of time to serve the answer is because:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I have contacted the attorney for the school district, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(*name of school district attorney*)

who \_\_\_\_ agrees / \_\_\_\_ does not agree with my request for an extension of time to serve and file the answer.

*Continued on Next Page*

My child is currently (*check the option that applies*):

\_\_\_\_ Attending a district public school, pursuant to an IEP developed by the district.

\_\_\_\_ Attending a district public school, but not receiving special education services.

\_\_\_\_ Attending a BOCES program or a public school in another school district.

\_\_\_\_ Attending a nonpublic school, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at

(*name of nonpublic school*)

\_\_\_\_\_ the district's expense; **OR** \_\_\_\_\_ my expense.

\_\_\_\_ Is not attending school.

\_\_\_\_ Other (*please describe*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child \_\_\_\_ is/ \_\_\_\_ is not currently receiving services pursuant to a pendency (stay-put) placement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Signature*) (*Your Printed Name*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Your Street Address*) (*Your City and Zip Code*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Your Telephone Number*) (*Your Fax Number*)\*

cc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*Name of* *School District Attorney*)

\*The Office of State Review will notify you by mail whether your extension request has been granted. Since you may not receive the letter until after your time to answer has passed, the Office of State Review will also send a courtesy copy of the notification to your fax number, if provided. **PLEASE NOTE:** You may not file **ANY** papers with the Office of State Review by facsimile or email transmission; **ALL** papers must be filed in hard copy. The only exception is that the Office of State Review will accept a facsimile request for an extension of time, which must still be submitted in hard copy (mailed) at least one day prior to the time to answer. The Office of State Review does not engage in email communications with parties to an appeal.