

2616 N. MacArthur Blvd.
Irving, TX 75062
Phone: (972) 255-1800
Fax: (972) 255-6122



1001 E. Sandy Lake Road
Coppell, TX 75019
Phone: (972) 393-5834
Fax: (972) 393-5657

“Together We Fly”

School Year: 2025-2026

Dear Universal Academy Parents and Guardians,

At Universal Academy, we are committed to ensuring that every student receives the support needed to be successful both academically and behaviorally. We want to take this opportunity to provide important information regarding available services for students who may be experiencing learning difficulties or who may need additional support through special programs.

Support for Students Experiencing Difficulties (MTSS)

If your child is experiencing academic or non-academic challenges, our campuses provide support through a **Multi-Tiered System of Supports (MTSS)**. This system offers a range of interventions, including tutorial and compensatory services, to address student needs. Parents may contact the campus to learn more about available supports or to discuss concerns regarding their child’s progress.

Special Education Services

Parents have the right to request an evaluation for special education services at any time.

- The district will respond within **15 school days** of receiving a written request
- Parents will receive:
 - Prior Written Notice
 - Notice of Procedural Safeguards
 - Overview of Special Education for Parents

If consent is given:

- The evaluation will be completed within **45 school days**
- A copy of the evaluation will be provided **at no cost**
- An **Admission, Review, and Dismissal (ARD)** meeting will be scheduled to review results

Section 504 Services

Students who may not qualify for special education may still receive support under **Section 504**. This includes accommodations and services to ensure equal access to education.

Parents have the right to:

- Review educational records
- Participate in meetings
- Request an impartial hearing if needed

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Who to Contact: MTSS (Academic & Behavioral Supports)
Contact Persons: Campus Administrators

Irving Campus 2616 N. MacArthur Blvd Irving, Tx 75062 972-255-1800	Coppell Campus 1001 E. Sandy Lake Road Irving, Tx 75019 972-393-58354
Renique Ranel (Grades PK-1) Renique.ranel@universalacademy.com	Larry Carter (Grades PK-K) Larry.carter@universalacademy.com
Joanna Plummer (Grades 2 nd and 4 th) Joanna.plummer@universalacademy.com	Stacey Boliver (Grades 1 st – 3 rd) Stacey.boliver@universalacademy.com
Aaron Jackson (Grades 3 rd and 5 th) Aaron.jackson@universalacademy.com	Pardeep Hundal (Grade 4 th) Pardeep.hundal@universalacademy.com
Joseph Roman-Torres (Grades 6 th – 8 th) Joseph.roman-torres@universalacademy.com	Heather Adams (Grades 5 th – 8 th) Heather.adams@unioversalacademy.com
Roderick Peoples (Grades 9 th – 12 th) Roderick.peoples@universalacademy.com	Vanessa Kelsey (Grades (9-12)) Vanessa.kelsey@universalacademy.com

Special Education Referrals

Contact Person: Ms. Claire Jones, Special Education Coordinator
Phone: Irving Campus (972-255-1800) and Coppell/Bartonville Campus (972-393-5834)
Email: claire.jones@universalacademy.com

Section 504 Referrals

Contact Person: Ms. Maria Bacy
Phone: 972-393-5834
Email: maria.bacy@universalacademy.com

Additional Resources

Families may access additional information and support through the following resources:

- Texas SPED Support: <https://spedsupport.tea.texas.gov>
- SPEDTex: <https://www.spedtex.org> (1-855-773-3839)

Universal Academy values strong partnerships with our families. If you have any concerns regarding your child’s progress or need additional information, please do not hesitate to contact us.

Sincerely,

Universal Academy Administration