Prior Written Notice

Date: _______________  Student Name: ____________________________________________

Birthdate: __________________ Parent(s)/Guardian(s): ________________________________

The school district must give you a written notice (information received in writing), whenever the school district:

1. Proposes to begin or change the identification, evaluation, or educational placement of your child or the provision of a free appropriate public education (FAPE) to your child; or
2. Refuses to begin or change the identification, evaluation, or educational placement of your child or the provision of FAPE to your child.

The school district must also provide the notice in a language that is understandable to you.

Note: This notice may also be used when a Revocation of Consent or other request has been received by the school district from you or your adult student.

1. Description of the action that the school district proposes or refuses to take: ____________
____________________________________________________________________________
____________________________________________________________________________

2. Explanation of why the school district is proposing or refusing to take that action: ______
____________________________________________________________________________
____________________________________________________________________________

3. Description of each evaluation procedure, assessment, record, or report the school district used in deciding to propose or refuse the action: ________________________________
____________________________________________________________________________
____________________________________________________________________________

4. Description of any other options that the Individualized Education Program (IEP) Team considered and the reasons why those options were rejected: ________________________________
____________________________________________________________________________
____________________________________________________________________________

5. Description of other factors that are relevant to why the school district proposed or refused the action: ________________________________
____________________________________________________________________________
____________________________________________________________________________

If this proposed action is a change in identification, evaluation, placement of the child or the provision of FAPE to the child, when will this action be implemented? Date: _______________

You and your child have protections identified in the Parental Rights (also called procedural safeguards). If you need a copy of those procedural safeguards, need assistance in understanding your rights, or need documents translated into another language, please contact the following:

Name & Position __________________________ Phone Number __________________________ Email __________________________