**Prior Written Notice (IEP)**

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 Prior Written Notice requirement applies regardless of whether the proposal or refusal occurred during an IEP meeting. The school district must also provide the information in a language that is understandable to you.

A change in educational placement for the student includes, but is not limited to, provision of initial special education services, a change of placement along the continuum of special education placements, a change in instructional delivery that substantially alters the student’s educational program or a change due to disciplinary reasons.

A change related to provision of a free appropriate public education (FAPE) includes, but is not limited to, the services, goals/objectives, accommodations/supports (including state assessment), behavior intervention plan, the decision related to state assessment, and the decision related to Extended School Year (ESY) Services that have been determined necessary for the student to receive FAPE.

1. Within this IEP, does the Individualized Education Program (IEP) Team propose changes to the educational placement or provision of FAPE of the student?

 [ ]  Yes, each action or option the district is proposing is described below.

 [ ]  No (skip to question 2)

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| Describe the action or option that the IEP Team is proposing. | Click here to list (using numbers) each option proposed. |
| Explain why the IEP Team is proposing that action or option. | Click here to explain for each selected above the reason for the proposed change. Use the numbering above.  |
| Describe any other choices that the IEP Team considered and the reasons why those choices were rejected |  Click here to describe any other choices considered. Use the numbering above. If there are no other choices, delete this prompt by selecting delete or backspace twice and select below. |
| [ ]  No other choices were considered.[ ]  Other choices considered are described in the meeting notes/minutes |
| Describe any other factors related to why the IEP Team proposed the action or option. | Click here to describe any other related factors. Use the numbering above. If there are no other factors, delete this prompt by selecting delete or backspace twice and select below. |
| [ ]  There are no other factors.[ ]  Other factors are described in the meeting notes/minutes |
| When will the action(s) be implemented? |  Click here to provide the action implementation date for each proposed change selected above. Use the numbering above.  |

2. Within this IEP, is the IEP Team refusing an option proposed or considered that would be a change to educational placement and/or provision of FAPE for the student?

[ ]  Yes, each action or option the IEP Team is refusing to take is described below.

 [ ]  No (skip to question 3)

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| Describe the action or option that the IEP Team is refusing to take. | Click here to list (using numbers) each option rejected. |
| Explain why the IEP Team is refusing to take that action or option. | Click here to explain for each listed above the reason for the option being rejected. Use the numbering above. |
| Describe any other choices that the IEP Team considered and the reasons why those choices were also rejected. | Click here to describe any other choices considered. Use the numbering above. If there are no other choices, delete this prompt by selecting delete or backspace twice and select below. |
|  [ ]  No other choices were considered. [ ]  Other choices considered are described in the meeting notes/minutes |
| Describe any other factors related to why the IEP Team refused the action or option. | Click here to describe any other related factors. Use the numbering above. If there are no other factors, delete this prompt by selecting delete or backspace twice and select below. |
|  [ ]  There are no other factors. [ ]  Other factors are described in the meeting notes/minutes |

3. The evaluation procedure, assessment, record, or report(s) the IEP Team used in making the decision are described in the Present Level of Academic Achievement and Functional Performance or Transition Plan in this IEP.

If there is additional information regarding an evaluation procedure, assessment, record, or report(s) the IEP Team used in making the decision in this IEP that is not provided elsewhere in the IEP, it is described below.

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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 information translated into another language, please contact the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Enter Contact Name | Enter position | Enter phone number | Enter the email |
| Name | Position | Phone Number | Email |