

Student Name _____

As a parent/guardian of a special education child or child suspected of needing special education services, the school district is required to provide you with prior written notice whenever it proposes or refuses to initiate or change the identification, evaluation, educational placement, or provision of a free appropriate public education to your child. This notice should be given to you in a reasonable amount of time before the district takes action.

Prior Written Notice Notice of Action Prior to Implementation

Date _____

To: _____

Re: **Student Name** _____

Date of Birth _____ Age _____ Grade _____ IEP Case Manager _____ Building _____

The purpose of this prior written notice is to inform you that we are:

proposing to
 refusing to
(mark one)

initiate a/an
 change a/an
(mark one)

 referral
 eligibility category
 educational placement
 functional behavior assessment
 manifestation determination
 reevaluation for exit
 extended school year plan
 plan for non-special education certificated staff to provide specially designed instruction
(mark all that apply)

evaluation
 IEP
 reevaluation
 behavior intervention plan
 disciplinary action that is a change of placement
 transition plan
 other: _____

Description of proposed or refused action: _____

The reason we are proposing or refusing to take action is: _____

Description of each evaluation procedure, test, record, or report we used as the basis for taking this action: _____

Other factors which are relevant to this action: _____

The action will be initiated on _____

Notice of Procedural Rights for Special Education Students and Their Families is attached.
 Notice of Procedural Rights for Special Education Students and Their Families is **not** attached.

The parents of a special education student have protection under the procedural safeguard of Part B of the Individuals with Disabilities Education Act '97 (IDEA '97). If *Procedural Rights for Special Education Students and Their Families* is not attached to this notice, a copy can be obtained through the school or by calling the Department of Special Education at (206) 252-0055. If you have any questions regarding your rights or the contents of this notice, please contact:

Name Title Phone
 Parent Teacher File Therapist File Compliance File