

PURPOSE: 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 after a district makes a decision and before action is taken on the decision. The notice should be given to you in a reasonable amount of time before the district takes action.

Prior Written Notice

Student name _____ Student # _____ DOB _____ Date _____

Serving school _____ IEP Mgr _____ Grade _____ Age _____

Home school _____ Disability _____

To: _____
Parent/guardian/adult student

Re: _____
Student name

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

1 proposing **to** **2** initiate **a/an**
 refusing change

Mark all items below that apply: continue

- 3** referral reevaluation
 initial evaluation disciplinary action that is a change of placement
 eligibility category continued eligibility
 IEP
 Other (specify)
 educational placement

Other: _____

Description of the proposed or refused action:

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

Description of any other options considered and rejected:

The reason(s) we rejected those options was:

