



# Prior Written Notice

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Student Name: \_\_\_\_\_  
Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Parent(s): \_\_\_\_\_

As a parent/adult student you have a right to receive written notice prior to when the school system proposes or refuses to initiate or change the identification, evaluation, or placement of your child/you or the provision of a free appropriate public education. You may also be receiving this if you have notified the school system that you are removing your child/yourself from special education and related services. Other documents, such as an IEP or an eligibility form may also include information for prior written notice and may be referred to herein.

- Purpose of this notice:
- An action is being proposed
  - An action is being refused
  - Parent/adult student has notified system of revocation of consent to receive special education and related services

1. A description of the action proposed or refused:
  
  
  
  
  
  
  
  
  
  
2. An explanation of why the system proposes or refuses to take the action:
  
  
  
  
  
  
  
  
  
  
3. A description of any other options the system considered and the reasons why those options were rejected:
  
  
  
  
  
  
  
  
  
  
4. A description of each evaluation procedure, test, record, or report the system used as a basis for the proposed or refused action:
  
  
  
  
  
  
  
  
  
  
5. A description of any other factors that is relevant to the system's proposal or refusal:

If this proposed action is a change in identification, evaluation or placement, when will this action be implemented? Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

You and your child have the protections identified in the Parents Rights. If you need a copy of those rights or if you have questions about any of this, please contact the following:

\_\_\_\_\_ (Name)                      \_\_\_\_\_ (Position)                      \_\_\_\_\_ (Phone)                      \_\_\_\_\_ (E-mail)