

District/LEA: _____

IEP Meeting Date: _____

Student Name: _____

Date of Birth: _____

Parent(s): _____

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)

Describe the action or option that the IEP Team is proposing.	
Explain why the IEP Team is proposing that action or option.	
Describe any other choices that the IEP Team considered and the reasons why those choices were rejected	<input type="checkbox"/> No other choices were considered.
	<input type="checkbox"/> 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.	<input type="checkbox"/> There are no other factors.
	<input type="checkbox"/> Other factors are described in the meeting notes/minutes
When will the action(s) be implemented?	

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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)

Describe the action or option that the IEP Team is refusing to take.	
Explain why the IEP Team is refusing to take that action or option.	
Describe any other choices that the IEP Team considered and the reasons why those choices were also rejected.	<input type="checkbox"/> No other choices were considered. <input type="checkbox"/> 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.	<input type="checkbox"/> There are no other factors. <input type="checkbox"/> Other factors are described in the meeting notes/minutes

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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.

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:

Name	Position	Phone Number	Email
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