

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

Date: March 8, 2023

To: Mrs. Ima Student
Parent/guardian/adult student

Re: Casey Student
Student name

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

1	<input checked="" type="checkbox"/> proposing <input type="checkbox"/> refusing <i>(Choose one)</i>	to	2	<input type="checkbox"/> initiate <input checked="" type="checkbox"/> change <i>(Choose one)</i>	a/an
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Mark all items below that apply:

3	<input type="checkbox"/> referral <input type="checkbox"/> initial evaluation <input type="checkbox"/> eligibility category <input checked="" type="checkbox"/> IEP <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> educational placement <input type="checkbox"/> reevaluation <input type="checkbox"/> disciplinary action that is a change of placement
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Description of the proposed or refused action:

The IEP team met to review Casey's expiring IEP and develop a new IEP. The team updated Casey's current Present Levels of Academic Achievement and Functional Performance, progress on expiring IEP goals, as well as service minutes and necessary accommodations. The new IEP will be implemented on March 17, 2023 as written.

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

State and federal laws mandate annual IEP review and revision.

Description of any other options considered and rejected:

There are no other options considered or rejected.

The reason(s) we rejected those options was:

See above.

A description of each evaluation procedure, test, record, or report we used or plan to use as the basis for taking this action is as follows (if initial evaluation or reevaluation, include the areas being assessed and the purpose):

To create an appropriate IEP for Casey and ensure he receives FAPE, the team examined data from expiring IEP goals, current performance on classroom and curriculum based assessments as well as interviews with Casey, survey information from his parent, general education and special education teachers. The IEP team was able to develop an appropriate educational program for Casey based on this information.

Any other factors that are relevant to the action:

All of the IEP team members were in attendance at this meeting.

The action will be initiated on March 17, 2023.
Date

Your child has procedural protections under IDEA. These protections are explained in the *Notice of Procedural Safeguards for Special Education Students and Their Families*. If this prior written notice is given to you (1) as part of your child's initial referral for evaluation, (2) as part of a request for a reevaluation, or (3) as notice regarding disciplinary action that constitutes a change of placement, the procedural safeguards accompanies this notice. If a copy of the *Notice of Procedural Safeguards for Special Education Students and Their Families* is not enclosed and you would like a copy, or you would like help in understanding the content, please contact:

Erika Peterson and Leslie Humes at 888.867.5309
Name *Phone number*



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