WRITTEN NOTICE TO PARENTS

NAME OF CHILD: STUDENT ID:

        FIRST   MIDDLE   LAST

BIRTHDATE: GRADE   AGE   DATE:

        MONTH/DAY/YEAR   MONTH/DAY/YEAR

PARENT(S):

PHONE: (WORK)   (HOME)   (OTHER)

ADDRESS: DISTRICT/AGENCY:

      STREET ADDRESS/P.O. BOX   CITY   STATE   ZIP

To:

        PARENT OR YOUNG ADULT (if young adult has reached age of majority)

This notice is to inform you of the school district's intent as follows:

DESCRIPTION OF ACTION: PROPOSED OR   REFUSED
To   initiate or   change the following:

       Identification of your child as having a disability which requires special education services
       Reevaluation to determine disability and nature, extent of special education and related services needed
       Educational placement
       Provision of a Free and Appropriate Public Education (FAPE)
       Parent Revocation of consent
       Other

Explanation and Rationale of the proposal or refusal:

Description of any options considered and reasons refused:

Written Notice to Parents

NAME OF CHILD: STUDENT ID:

Description of each evaluation procedure, test, record, or report used as a basis for the proposed or refused action:

Description of any other factors relevant to the proposal or refusal:

Parents have protection under the procedural safeguards. Additional resources can be located within the *Parents Rights in Special Education: Notice of Procedural Safeguards.* To obtain a copy, contact

The issues addressed in this notice will go into effect on: as the local educational agency has determined that this be considered a reasonable amount to provide the parent(s).   MONTH/DAY/YEAR

FROM:

SIGNATURE OF DISTRICT/PUBLIC AGENCY OFFICIAL   DISTRICT/AGENCY   TELEPHONE   DATE

STREET ADDRESS/P.O. BOX   CITY   STATE   ZIP

SCHOOL USE ONLY: NOTICE SENT BY: Date Mailed

Translation/interpretation needed?   Yes   No   If yes, specify how and when provided
School/public agency officials signature verifies that parent(s) have received an explanation in their native language or other mode of communication to accommodate the parent(s) understanding of their rights.
*Provide documentation of Electronic Delivery

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