District Name: ________________________________
Address: ____________________________________

Student: ______________________________________
School: _______________________________________
Grade: _______________________________________

Meeting Date: ________________________________

Date Sent: _________________________________
Teacher/Case Manager Contact Name: ________________
Teacher/Case Manager Contact Number: __________________________

To:

Purpose of Notice:

- □ Has been referred for initial evaluation:
- □ Has been referred for a re-evaluation:
- □ On ____________ IEP Team Meeting was held to discuss a change in education
  MM/DD/YYYY
- □ On ________________ a Services Plan meeting was held to discuss a
  MM/DD/YYYY
  change in education: ______________________________________________________
- □ Revocation of Services by Parent Request: _______________________________
- □ Other: _______________________________________________________________

The school district:

The school district actions were proposed in the following areas:

- □ Identification/Eligibility
- □ Evaluation/Re-Evaluation
- □ Review/Revise Individualized Education Program (IEP) (Provision of FAPE)
- □ Educational Placement (includes change in educational placement, graduation and
  termination of eligibility)
- □ Other: _______________________________________________________________

1. Description of the action proposed or refused by the school system:

2. Explanation of why the school system proposes or refuses to take this action:
3. Description of any options the school district considered prior to this proposal:

4. Reasons the above listed options were rejected:

5. Description of evaluation procedures, tests, records, or reports the school district used as a basis for the proposal or refusal:

6. Other factors relevant to the action proposed are:

Parents of a child with a disability are entitled to certain procedural safeguards as outlined in the brochure entitled Notice of Procedural Safeguards. Rights include the right to request a Due Process Hearing or to request mediation if there is disagreement with the services planned.

If the parent was not present at this IEP meeting, a completed Individual Education Program (IEP) for this student must accompany this form.