

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.
