

**PRIOR WRITTEN NOTICE**

Notice to: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
Date of Notice: \_\_\_\_\_  
Date of proposal/refusal: \_\_\_\_\_

1. After consideration, the school division proposes/refuses to (describe proposed/refused action.):
  
2. The school division proposed/refused to take this action because:  
  
\_\_\_\_\_
  
3. Describe any other options the school division considered and the reasons for the rejection of those options:
  
4. Describe each evaluation procedure, test, record, or report the school division used as a basis for the proposed/refused action:
  
5. Describe any other factors that are relevant to the school division's proposal or refusal:

The parent or parents of a child with a disability have protection under the procedural safeguards governing special education. A copy of the procedural safeguards is enclosed.

You may contact \_\_\_\_\_ at \_\_\_\_\_  
in order to obtain assistance in understanding the provisions of this notice or of the procedural safeguards.

Sincerely,

Name

Title