

# SAMPLE OF PRIOR WRITTEN NOTICE

DATE:

Dear Parent or Guardian of:

Student DOB:

The purpose of this notice is to inform you, in writing, of the school district's recommendation(s) regarding the identification, evaluation, educational placement and/or provision of special education services to your child.

**1. Subject of this notice:**

(Examples may be: Initial evaluation, Reevaluation, Initial eligibility determination, Changes to special education programs and services etc.)

**2. Description of Action Proposed or Refused:**

The prior written notice must inform the parent of any action(s) proposed or refused by the school district.

**3. Explanation of Why the Action is Proposed or Refused:**

The explanation must provide the parent with the reason(s) why a particular action is proposed or refused, should be based on the unique needs of the student and should provide evidence for proposed or refused change.

**4. Description of Each Evaluation Procedure, Assessment, Record, or Report Used in the Decision to Propose or Refuse the Action:**

The prior written notice must include a description of any evaluations, assessments, records or reports that served as the basis for a proposed or refused action.

**5. For an Initial or Reevaluation - Description of the Proposed Initial or Reevaluation and the Uses to be Made of the Information:**

Prior written notice for an initial or reevaluation must include a description of the proposed evaluation/reevaluation and uses to be made of the information.

**6. Description of Any Other Options Considered and the Reasons Why Those Options Were Rejected:**

The prior written notice must provide an explanation of other options considered. The reasons other options were rejected should be based on the needs of the student.

**7. Description of Other Factors That are Relevant to the Proposed or Refused Action:**

The prior written notice must provide an explanation of other factors relevant to the proposed or refused action.

**8. You have Protection under the Procedural Safeguards of the Regulations of the Commissioner of Education.**

A copy of the Procedural Safeguards Notice is enclosed.  A copy of the Procedural Safeguards Notice may be obtained:

You have the right to address the Committee, either in person or in writing, on the appropriateness of the Committee's proposed or denied changes. If you have any questions or would like to request a meeting to further discuss information contained in this notice, please contact:

Sincerely,

Enclosures: (Examples:)

Procedural Safeguards Notice, Parent consent form, List of completed evaluation programs etc.

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Disclaimer/Source: Information for this sample was gathered from <http://www.p12.nysed.gov/specialed/formsnotices/PWN/att4-examples.htm>

Please see original source for further examples or details.