**PRIOR NOTICE OF SPECIAL EDUCATION ACTION**

Dear: , This notice informs you of the following action:

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_**

**MM/DD/YY**

which is a D **proposal** or D **refusal** to D **initiate** or D **change**

the following aspect of ‘s special education:

D Identification

D Placement (other than initial placement)

D Provision of a free, appropriate public education (includes IEP)

# This action is proposed because:

**This action is based on the following evaluation procedures, tests, records or reports:**

**Other options we considered were:**

**We rejected these options because:**

**Any other factors considered by the team:**

Sincerely,

Name/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents of a child with a disability have protection under procedural safeguards. For a copy of the Procedural Safeguards or for assistance in understanding this information you may contact:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title Phone

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# This form is used to:

* Meet the requirement to notify parents before the program takes any action with regard to a student’s identification, evaluation, placement, individualized education plan, or provision of a free, appropriate public education.
* Provide documentation of specific changes to be made and the timing for those changes.

 Citations: 20 USC § 1415(b); 34 CFR 300.503; OAR 581-015-2310.

# Directions:

1. Enter the month, day, and year the form is completed.
2. Enter the name of the parent, guardian, or surrogate parent.
3. Describe the action the team is proposing.
4. Check the box(s) that are pertinent to the actions that are proposed.
5. Enter the student’s name.
6. Check the box(s) that are pertinent to the actions that are proposed.
7. Describe why the team is proposing or refusing this action.
8. Describe any evaluation procedures, tests, records, and reports used to make this decision.
9. Describe the options that the team considered prior to this action.
10. Explain why the options were rejected.
11. Describe any other factors that contributed to the decision.
12. Enter the name, title, and phone number of the person to contact to obtain a copy of the *Procedural Safeguards*.