**Prior Notice of Early Intervention or**

**Early Childhood Special Education Action**

Dear:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

This notice informs you of the following action:

which is a [ ]  proposal or [ ]  refusal to [ ]  initiate or [ ]  change

The following aspect of ‘s early intervention or special education:

[ ]  Identification

[ ]  Placement (other than initial placement)

[ ]  Provision of appropriate early intervention services (birth to 3)

[ ]  Provision of a free, appropriate public education (3 to K)

[ ]  IFSP

**The team is proposing this action 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:**

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 the person named below

If you believe that your child or you have not received the rights due to you under the Individuals with Disabilities Education Act, you may file a written complaint with the Oregon Department of Education. Complaints must include a description of the problem(s), and the complainant’s name and contact information. Complaints are sent to the Oregon Department of Education (ODE). The ODE must investigate and send a written order within 60 days. This timeline may be extended under certain circumstances.

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Name Title Phone

## Prior Notice of Early Intervention

**or Early Childhood Special Education Action**

**This form is used to:**

1. meet the requirement to notify parents before the program takes any action with regard to a child’s identification, placement, individualized family service plan, or provision of a free, appropriate public education (3 to 21).
2. provide documentation of specific changes to be made and the timing for those changes.

**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 agency proposed.
4. Check the box(s) that are pertinent to the changes that are proposed.
5. Enter the child’s name.
6. Check the box(s) that are pertinent to the changes 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, address and phone number of the person to contact to obtain a copy of the *Procedural Safeguards*.