

PRIOR WRITTEN NOTICE OF DISTRICT'S PROPOSAL/REFUSAL

_____ County Schools

Student's Full Name _____

Date _____

School _____

DOB _____

Parent(s)/Guardian(s) _____

WVEIS # _____

Address _____

Phone _____

Dear _____:

As a result of:

- ___ a Student Assistance Team (SAT) meeting conducted on _____,
- ___ an Eligibility Committee (EC) meeting conducted on _____,
- ___ an Individualized Education Program (IEP) Team meeting conducted on _____,
- ___ a disciplinary action occurring on _____,
- ___ other _____,

the district is providing you with written notice of the district's ___proposal /___refusal of the following action(s) with regard to:

- ___ the educational evaluation or reevaluation of the student.
- ___ the identification of the student as having a disability.
- ___ the educational services and/or placement of the student.
- ___ the provision of a free appropriate public education (FAPE) to the student.
- ___ other _____.

Specifically, the district is ___proposing /___refusing to ___ initiate / ___change _____

The following is an explanation as to why the district is ___proposing / ___refusing this action: _____

The evaluation procedure(s), assessment(s), record(s) or report(s) the district used as a basis for the ___proposed/ ___refused action are: _____

Other options considered include: _____

The reasons the above options were rejected are: _____

Other factors relevant to the district's ___proposal /___refusal are: _____

Exceptional students and their parents have protections under the procedural safeguards. A copy of the Procedural Safeguards Brochure and assistance in understanding the provisions of the procedural safeguards may be obtained by contacting the Director of Special Education at _____, as appropriate, the local Parent Educator Resource Center at _____ and/or the West Virginia Department of Education, Office of Assessment & Accountability at 558-7805 or 1-800-642-8541.

Sincerely,

Signature/Position Date