

**INDIVIDUALIZED EDUCATION PROGRAM**

\_\_\_\_\_ County Schools

**Student's Full Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**PART XII: PRIOR WRITTEN NOTICE OF DISTRICT'S PROPOSAL/REFUSAL**

Dear Parent/Adult Student:

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 \_\_\_ proposing **or** \_\_\_ refusing to initiate or change:
- \_\_\_ the educational evaluation or reevaluation of the student.
  - \_\_\_ the identification of the student as having a disability.
  - \_\_\_ the educational placement of the student.
  - \_\_\_ the provision of a free appropriate public education (FAPE) to the student.

Specifically, the district is:

The district is \_\_\_ proposing **or** \_\_\_ refusing this action because:

The evaluation procedure(s), assessment(s), record(s) or report(s) the district used as a basis for the \_\_\_ proposed **or** \_\_\_ refused action include:

Other options the district considered, but rejected include:

The reasons the above options were rejected include:

Other factors relevant to the district's \_\_\_ proposal **or** \_\_\_ refusal include:

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 \_\_\_\_\_, if available, the local Parent Educator Resource Center at \_\_\_\_\_ and/or the West Virginia Department of Education, Office of Special Education at 304.558.2696 or 1.800.642.8541.

Sincerely,

\_\_\_\_\_  
**Signature/Position**

\_\_\_\_\_  
**Date**