

PRIOR WRITTEN NOTICE OF DISTRICT'S PROPOSAL/REFUSAL

_____ County Schools

Student's Full Name _____ **Date** _____
School _____ **Date of Birth** _____
Parent(s)/Guardian(s) _____ **Grade** _____
Address _____ **WVEIS#** _____
City/State/Zip _____ **Telephone** _____

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