PRIOR WRITTEN NOTICE

To: ______________________________ Date: ______________________________

Re: Student’s name:

PURPOSE: As a parent/guardian of a special education child or child suspected of needing special education services, the school district is required to provide you with prior written notice whenever it proposes or refuses to initiate or change the identification, evaluation, educational placement, or provision of a free, appropriate public education to your child. This notice should be given to you after a district makes a decision and before action is taken on the decision. The notice should be given to you in a reasonable amount of time before the district takes action.

The purpose of this written notice is to inform you that we are:

1 X Proposing
2 ______ to
3 ______ refusing
   (mark one of the above)

Mark all items below that apply:

1 ______ referral
2 ______ educational placement
3 ______ disciplinary action that is a change of placement
4 ______ IEP
5 ______ reevaluation
6 ______ eligibility category
7 ______ Other (specify): Confirm eligibility to participate in commencement activities

Description of the proposed or refused action:
The District is proposing to amend the student’s IEP to confirm that his IEP team has determined that he is a special education student eligible for 18-21 year old services, but is able to participate in commencement ceremonies with his peers.

The reason we are proposing or refusing to take action is:
The student is going to continue his education at our Community Based Transition Program, and will graduate upon completion of that program at age 21.

Description of any other options considered and rejected:
Graduation with a regular high school diploma.

Reasons we rejected those options:
The Student’s IEP team has previously determined that he is not able to meet general graduation requirements without course substitutions and modifications. The student has significant cognitive and social-emotional limitations, and continues to need special education services to assist in his transition to adulthood.

A description of each evaluation procedure, test, record, or report we used or plan to use as the basis for taking this action is as follows:
The district is using the special education eligibility evaluations it has conducted of the student, its graduation requirements, and Washington laws and regulations as the basis for this decision.

Any other factors that are relevant to the action:
The District believes that this issue was fully addressed previously, but is amending the Student’s IEP and issuing this Prior Written Notice to ensure that there is no confusion on the matter.

The Student’s IEP team has already met on several occasions this academic year. As a result, his IEP can be amended by Prior Written Notice. If the Student or his Parents have any concerns about this amendment, they should contact the District within five days of receipt of this Prior Written Notice to schedule an IEP meeting.

This action will be initiated:

Your child has procedural protections under IDEA. These protections are explained in the Notice of Procedural Safeguards for Special Education Students and Their Families. If this prior written notice is given to you as part of your child’s initial referral for evaluation, a part of a request for a reevaluation or notice to you regarding disciplinary action that constitutes a change of placement the procedural safeguards accompanies this notice. If a copy of the Notice of Procedural Safeguards for Special Education Students and Their Families is not enclosed and you would like a copy or you would like help in understanding the content, please contact: ______________________________ at ______________________________.