**District Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:**

**Student:**

**School:**

**Grade:**

**Meeting Date:**

**Date Sent:**

**Teacher/Case Manager Contact Name:**

**Teacher/Case Manager Contact Number:**

**To:**

**Purpose of Notice:**

* + Has been referred for initial evaluation:
  + Has been referred for a re-evaluation:
  + On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IEP Team Meeting was held to discuss a change in education



* + On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a Services Plan meeting was held to discuss a



change in education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Revocation of Services by Parent Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The school district:**

**The school district actions were proposed in the following areas:**

* + Identification/Eligibility
  + Evaluation/Re-Evaluation
  + Review/Revise Individualized Education Program (IEP) (Provision of FAPE)
  + Educational Placement (includes change in educational placement, graduation and termination of eligibility)
  + Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Description of the action proposed or refused by the school system:**
2. **Explanation of why the school system proposes or refuses to take this action:**
3. **Description of any options the school district considered prior to this proposal:**
4. **Reasons the above listed options were rejected:**
5. **Description of evaluation procedures, tests, records, or reports the school district used as a basis for the proposal or refusal:**
6. **Other factors relevant to the action proposed are:**

Parents of a child with a disability are entitled to certain procedural safeguards as outlined in the brochure entitled Notice of Procedural Safeguards. Rights include the right to request a Due Process Hearing or to request mediation if there is disagreement with the services planned.

**If the parent was not present at this IEP meeting, a completed Individual Education Program (IEP) for this student must accompany this form.**