

INSTRUCTIONS - PRIOR WRITTEN NOTICE

PURPOSE: To provide prior written notice regarding changes in various areas of a child's education.

FORM USE: This form serves as notice to parents prior to the implementation of a change in the child's educational experience.

INSTRUCTIONS: This form must be completed for each action addressed in the IEP meeting.

1. Complete one of the sentences in the box.
2. Check whether the school system proposed and/or refused to initiate a change in the child's educational program.
3. Complete numbers 1 through 4.
4. Numbers 5 and 6 should be completed when appropriate.
5. Insert the name and number of the contact person.
6. Enclose the *Rights of Children with Disabilities and Parent Responsibilities* brochure.