

Directions for Massachusetts IEP Notices

The directions found below should be read in conjunction with *The IEP Process Guide* and *Directions for Massachusetts IEP Forms*.

School districts are recommended to personalize these suggested notices to fit the needs of their school districts; however, school districts must ensure that elements required by regulation are contained in their personalized notices.

N 1: Notice of Proposed School District Action

The Notice of Proposed School District Action is a two-page, multi-purpose form. The notice is designed to be used any time a school district proposes one or more of the following actions:

- Initial Evaluation
- Reevaluation
- Emergency Evaluation
- Extended Evaluation
- IEP/IEP Amendment
- Placement
- Service-Termination for a Student Previously Eligible for Special Education
- Graduation
- Any other proposal to initiate or change the identification, evaluation, educational placement or the provision of special education services

Directions for completion are included on the form itself. Directions will be found within the brackets and on the top of page two.

To meet federal regulatory standards, a Parents' Rights Brochure must accompany this notice.

N 1A: Evaluation Consent Form

The Evaluation Consent Form is designed to accompany the Notice of Proposed School District Action, N 1. When evaluation is proposed, N 1A should always be sent as an attachment to N 1 and should never be used independently of N 1. Directions for completion are included on the form itself.

N 2: Notice of School District Refusal to Act

The Notice of School District Refusal to Act is a two-page, multi-purpose form. The notice is designed to be used whenever a school district does not intend to act on a request to initiate or change the identification, evaluation, educational placement or the provision of special education services.

Directions for completion are included on the form itself. Directions will be found within the brackets and on the top of page two.

To meet federal regulatory standards, a Parents' Rights Brochure must accompany this notice.

N3: Meeting Invitation

The Meeting Invitation should be used each time the school district plans to hold a meeting. This notice is not considered complete unless an Attendance Sheet, N 3A, is attached.

Directions for completion will be found within brackets on the form itself.



N 3A: Attendance Sheet

The Attendance Sheet has been designed to be multi-purpose. The meeting purposes are listed on the sheet and should be checked off after entering the meeting date and the student information.

Names and roles of all invited team members are prerecorded before the form is attached to the Meeting Invitation Form, N 3, and sent to Team members. At the start of a meeting, Team members initial where indicated to document their attendance. Retain Attendance Sheets in student records.