**Notice of Proposed School District Action**

To:[Name of Parent, Guardian, Educational Surrogate Parent, Student 18 and over]

Re: [Name of Student and other identifying information (i.e., DOB, ID#)]

## Subject: The school district proposes the following: *[Check all that apply.]*

 [ ]  An Evaluation

 [ ]  An IEP/Amendment

 [ ]  A Placement

 [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *[Please specify.]*

Notice Date: [Date notice is to be mailed.]

The school district has recently met regarding this student and, with your input, has developed a proposal. We have described our actions and reasons on page two of this letter.

Special education regulations provide protection to you and your child. You will find information about your legal rights in the *Notice of Procedural Safeguards,* including who you may contact for help in understanding your rights. You should have received the *Notice of Procedural Safeguards* prior to the initial evaluation. If you would like another copy, please contact the school district staff. Please carefully read this letter and reach out to the contact person below with any questions.

An Evaluation Consent Form, an IEP, a Placement Consent Form, or an IEP Amendment must be signed and returned, as we are required by law to have a signed copy on file regardless of your decision. Please return a copy as soon as possible but no later than the date listed below.

**Document Return Date:** *[date or non-applicable]*

**District Contact Person:** *[Name and Role]*

**Contact Information:** *[Address, Telephone Number, Fax Number and Email Address (if not on letterhead)]*

Enclosures:

[ ]  Other: *[specify]*

**Directions to School Staff:**

This notice must be sent to parents in their native language or other mode of communication used by the parent. School districts must ensure that parents understand the content of this notice (Federal Regulation §300.503).

Describe one or more of the following actions: Initial Evaluation, Reevaluation, Emergency Evaluation, Extended Evaluation Period, IEP, IEP Amendment, Placement (include the specific placement location and transportation requirements, if any), Graduation or any other proposal used to initiate or change the identification, evaluation, educational placement or the provision of special education services by answering the following questions:

1. What action is the school district proposing to take?
2. Why is the school district proposing to act?
3. What rejected options were considered and why was each option rejected?
4. What evaluation procedure, test, record, or report was used as a basis for the proposed action?
5. What other factors were relevant to the school district’s decision.
6. What next steps, if any, are recommended?

### Narrative Description of School District Proposal

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