**Notice of School District Refusal to Act**

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 does not intend to act: *[Check all that apply.]*

Finding of No Eligibility

Refusal of Requested Services

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Please specify.]*

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

The school district has recently discussed this student with you. We are writing to inform you of our intention not to act on a request. We have described our 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, the *Notice of Procedural Safeguards,* and any other information included with this letter.

School district staff can speak or meet with you about your rights and the school district’s decision to not take action. Please contact the person listed below with any questions.

**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 any refusal 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 not taking?
2. Why is the school district not taking this action?
3. What rejected options were considered, and why was each option rejected?
4. What evaluation procedure, test, record, report, or data was used as a basis for this decision?
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 Refusal To Act

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