

Prior Written Notice of Decision

Local Education Agency: _____ **Date Form Completed:** ____/____/____

Student Name: _____ **DOB:** ____/____/____ **Child Count ID#:** _____

Dear _____:

The Local Education Agency (LEA) must, by law, provide you written notice whenever it:

- Proposes to begin or change the identification, evaluation or educational placement of your child or the provision of a free and appropriate public education to your child, AND/OR
- Refuses to begin or change the identification, evaluation or educational placement of your child, or the provision of a free and appropriate public education to your child.

This notice is sent to you for that purpose.

A description of the action(s) the LEA proposes or refuses to take:

An explanation of why the LEA proposes or refuses to take the action(s):

A description of each evaluation procedure, assessment, record or report the LEA used in deciding to propose or refuse the action(s):

Other options, if any, that the district considered, and the reasons why those options were not chosen:

A description of other reasons (if any) why the district is proposing or refusing the action(s):

The Effective Date of this proposal or refusal decision will be: ____/____/____.

Procedural Safeguards to Protect Parent Rights

Resources that you may contact for help in understanding the special education law are located at the back of the Procedural Safeguards (Parental Rights) booklet put out by the Vermont Agency of Education:

To obtain a copy of your "Parental Rights in Special Education," which describe your rights, including procedural safeguard protections under special education law, or if you have any questions about this notice or the Parental Rights, please contact me at: _____ (Tel.) or write to me at:

Mailing Address: _____

Printed Name/Position: _____

Enclosures:

Form 7a