

Written Prior Notice Sample Filled in-Evaluation

Description of the action being proposed or refused by the school district:

1. The district proposes to conduct an individual evaluation [lists specific evaluation titles here] to determine the student's initial eligibility for special education services.

Explanation of why the school district proposes or refuses to take this action:

1. The district proposes to conduct initial evaluations because the student is struggling in the regular classroom with the mathematics curriculum, even with supports such as manipulatives, extra time after school with the teacher for instruction, and support from home in this area.

A description of each evaluation procedure, assessment, record, or report used as a basis in making this decision (the proposed or refused action):

1. A cumulative file review was conducted and a summary was written and presented along with a summary of the student's report card grades for this school year [insert date]. The team reviewed previous special education records which indicated that the student had previously been referred in [insert date here] but the team determined to utilize existing supports as a response to intervention. To date, the interventions being provided do not seem to be making a substantive difference as the student continues to struggle with understanding math concepts presented and practiced in the classroom.

A description of other options the IEP Team considered and why those options were rejected:

1. The team considered continuing to provide response to intervention practices for the student in the classroom for math, however this was rejected because the student had been receiving these types of services for the past eight weeks, and he/she continues to struggle with math concepts.

A description of other factors which are relevant to the school district's proposal or refusal:

1. The team did not consider any other options at this time because the decision to proceed with the initial evaluation seemed appropriate based on all other data and information that the team considered.

As the parent of a child with a disability, you have protections under the Procedural Safeguards of the Federal special education law, the Individuals with Disabilities Education Act (IDEA). You have been given a copy of the Procedural Safeguards Handbook at least annually, and may obtain an additional copy at any time by requesting one from the school district's Special Education Office.

Sources (at least two names and contact information) for parents to contact to obtain assistance in understanding the contents of the WPN are listed below:

[insert name, agency, position, or department, and contact information], [insert address, phone number and email]

[insert name, agency, position, or department, and contact information], [insert address, phone number and email]

Method and date of delivery: _____ {Regular mail, [date]; Certified mail, [date]; Email, [date]; Sent home with student in home/school communication folder [date]}