

**Prior Written Notice**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Residence School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Service County: \_\_\_\_\_  
Service School: \_\_\_\_\_  
SASID \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Local Student ID: \_\_\_\_\_

Purpose of the notice: (In response to or as a result of)

\_\_\_\_\_  
\_\_\_\_\_

proposed or refused an action or actions in the following areas:

- Identification/Eligibility
- Evaluation/Re-Evaluation, Assessments
- Review/revise Individualized Education Program (IEP) (Provision of FAPE)
- Educational Placement (includes change in educational placement, graduation and termination of eligibility)
- Discipline
- Parent revocation of consent for the provision of special education and related services.
- Other

Description of the action proposed or refused by the school system:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Description of any options the school district considered prior to this proposal:

\_\_\_\_\_  
\_\_\_\_\_

Reasons the above listed options were rejected:

\_\_\_\_\_  
\_\_\_\_\_

Description of evaluation procedures, tests, records, or reports the school district used as a basis for the proposal or refusal:

\_\_\_\_\_  
\_\_\_\_\_

Other factors relevant to the action proposed are:

\_\_\_\_\_  
\_\_\_\_\_

As parents of a child with a disability, you are entitled to certain procedural safeguards as outlined in the enclosed brochure entitled "Parents Rights – Maryland Procedural Safeguard Notice." Your rights include the right to request mediation or file a due process complaint if you disagree with proposed and/or refused decision(s).

If you have any questions about the information provided, please call \_\_\_\_\_ at \_\_\_\_\_. If you want help understanding this document or your rights, you may contact the local Partners for Success Center at \_\_\_\_\_, Parents' Place of Maryland, Inc. at (410-768-9100), or the Maryland State Department of Education, Division of Special Education/Early Intervention Services at 410-767-0264.

*Developed August 2010*