Prior Written Notice of a Proposed or Refused Action

Date: _____/_____/_____

Student Name:_____ **Birthdate:** _____/_____/_____

Parent(s): _____

You have protections under the procedural safeguards of the Individuals With Disabilities Education Act. These rights are explained in the Iowa *Procedural Safeguards Manual for Parents*. The manual contains information of whom to contact to obtain assistance in understanding your rights as well as a description of the state complaint procedures and preappeal procedures. A copy of this manual was provided on _____/_____/_____ .

We encourage open communication between parents and the school regarding your child's educational needs and parental rights. You may obtain an additional copy of the *Procedural Safeguards Manual for Parents* by contacting your building principal or area education agency.

You have a right to receive written notice prior to when the district or area education agency proposes or refuses to initiate or change the identification, evaluation, or placement of your child or the provision of a free appropriate public education. This notice must be provided within a reasonable time of any proposed action.

Purpose of this notice: ☐ An action is being proposed ☐ An action is being refused

1. A description of the action proposed or refused.

2. An explanation of why the school proposes or refuses to take the action.

3. A description of any other options the school considered and the reasons why those options were rejected.

4. A description of each evaluation procedure, test, record, or report the school used as a basis for the proposed or refused action.

5. A description of any other factors that are relevant to the school's proposal or refusal.

6. Yes ☐ No ☐ Is the proposed action a change in identification, evaluation, or placement?

   If "yes," when will this action be implemented)? _____/_____/_____
   (Date)

If you have questions, please contact the school principal or district/AEA designee:

_____	_____	_____	_____
(Name)	(Position)	(Phone)	(E-mail)