

Prior Written Notice

(34 C.F.R. § 300.503)

Document intended for internal use only—data must be entered in CT-SEDS

PURPOSE: As a parent/guardian of a student or an adult student suspected of needing or receiving special education services, the school district is required to provide you with prior written notice whenever it proposes or refuses to initiate or change the identification, evaluation, educational placement or provision of a free and appropriate public education (FAPE) to your child. This notice should be given to you after a district makes a decision and 10 school days before action is taken on the decision, unless the school district and you both agree to an earlier implementation date.

Date: _____

To: _____

Parent/Guardian/Adult Student

Re: _____

Student Name

SASID: _____

ACTION(S) PROPOSED/REFUSED

(Insert District Name) Public Schools is providing notice of the following: *(select one of each of the following)*

- | | | |
|--|--------------------------------------|--|
| 1. <input type="checkbox"/> The District is proposing to | 2. <input type="checkbox"/> initiate | 3. <input type="checkbox"/> identification/eligibility |
| <input type="checkbox"/> The District is refusing the request to | <input type="checkbox"/> change | <input type="checkbox"/> an evaluation |
| | | <input type="checkbox"/> an educational placement |
| | | <input type="checkbox"/> the provision of FAPE (IEP) |

DESCRIPTION / REASON

Description/Reason of the proposed or refused action:

The reason for proposing or refusing to take action is:

Description (including the date) of each evaluation procedure, assessment, record, or report the school district used as a basis for the proposed/refused action:

Date this action will take effect:

Other options the PPT considered and rejected:

- Instruction in the general education environment with supplementary aids and services
- No other options were considered and rejected
- Other:

Reason for rejecting other options:

- The student would not receive an appropriate program in the least restrictive environment.
- Other:

Other factors that are relevant to this action:

- There are no other factors that are relevant to the PPT decision
- Other:

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Please Note:

Parents have a right to disagree with what is being proposed or refused by the district and may access the due process options described in the procedural safeguards of the IDEA. A copy of the procedural safeguards can be obtained by contacting (**District Contact**) at (**Contact Phone**) or (**Contact Email**).

This notice must be provided in the native language of the parent or other mode of communication used by the parent unless it is clearly not feasible to do so.

For assistance with understanding the provisions of the IDEA, please contact the district's special education director or the state's Parent Training and Information Center: Connecticut Parent Advocacy Center (CPAC) at 860-739-3089 or 1-800-445-2722; E-mail: cpac@cpacinc.org

WAIVER: The parent agrees to waive the 10-day waiting period before the above proposed action takes effect and agrees that such action shall be implemented on the following date:

This notice was:

- provided to the Parent at the PPT Meeting
- hand delivered
- mailed
- sent electronically to the parent portal
- emailed