

PRIOR WRITTEN NOTICE OF LEA'S PROPOSAL/REFUSAL

Local Educational Agency (LEA): _____

Student's Full Name _____	Date _____
School _____	Date of Birth _____
Parent(s)/Guardian(s) _____	Grade _____
Address _____	WVEIS# _____
City/State/Zip _____	Telephone _____

Dear Parent/Adult Student:

As a result of:

- ___ a Student Assistance Team (SAT) meeting conducted on _____,
- ___ an Eligibility Committee (EC) meeting conducted on _____,
- ___ an Individualized Education Program (IEP) Team meeting conducted on _____,
- ___ a disciplinary action occurring on _____,
- ___ other _____,

The LEA is ___ proposing **or** ___ refusing to initiate or change:

- ___ the educational evaluation or reevaluation of the student.
- ___ the identification of the student as having a disability.
- ___ the educational placement of the student.
- ___ the provision of a free appropriate public education (FAPE) to the student.

Specifically, the LEA is:

The LEA is ___ proposing **or** ___ refusing this action because:

The evaluation procedure(s), assessment(s), record(s) or report(s) the LEA used as a basis for the ___ proposed **or** ___ refused action include:

Other options that the LEA considered but **rejected** include:

The reasons the above options were **rejected** include:

Other factors relevant to the LEA's ___ proposal **or** ___ refusal include:

Exceptional students and their parents have protections under the procedural safeguards. A copy of the Procedural Safeguards Brochure and assistance in understanding the provisions of the procedural safeguards may be obtained by contacting the Director of Special Education at _____, if available, the local Parent Educator Resource Center at _____.

Sincerely,

Signature/Position	Date