

**PURPOSE:** As a parent/guardian of a child with a Section 504 Plan or child suspected of needing Section 504 accommodations, 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 appropriate public education to your child. This notice should be given to you after a district makes a decision and before action is taken on the decision. The notice should be given to you in a reasonable amount of time before the district takes action.

## PRIOR WRITTEN NOTICE

DATE:

To:

Parent/Guardian/Adult Student

RE:

Student Name

**The purpose of this prior written notice is to inform you that we are:**

*(Choose One)*

1.  Proposing

Refusing

**to**

2.  Initiate

**a/an**

Change

Continue

**Mark all items below that apply:**

3.  Referral

Initial Evaluation

Eligibility Category

Section 504 Plan

Other

Specify:

Educational Placement

Reevaluation

Disciplinary Action that is a change of placement

**Description of the proposed or refused action:**

**The reason we are proposing or refusing to take action is:**

**Description of any other options considered and rejected:**

**The reason(s) we rejected those options was:**

**A description of each evaluation procedure, test, record, or report used or plan to use as the basis for taking the action is as follows** *(if initial or reevaluation, include the areas being assessed and the purpose):*

**Any other factors that are relevant to the action:**

The action will be initiated on:

Your child has procedural protections under Section 504. These protections are explained in the *Notice of Procedural Safeguards for Section 504*. If this prior written notice is given to you (1) as part of your child’s initial referral for evaluation, (2) as part of a request for a reevaluation, or (3) as notice regarding disciplinary action that constitutes a change of placement, the procedural safeguards accompanies this notice. If a copy of the *Notice of Procedural Safeguards for Section 504* is not enclosed and you would like a copy, or you would like help in understanding the content, please contact:

at

Name

Phone Number