

PRIOR WRITTEN NOTICE

Name of Child _____

Date of Birth _____

Dear _____
Name of Parent/Guardian

Date of Notice _____

LEWIS CASS ISD OR YOUR LOCAL SCHOOL DISTRICT is required to provide you with written notice at least seven (7) days prior to proposing or refusing to initiate or change the identification, evaluation, placement, or the provision of a Free Appropriate Public Education (FAPE) to the student. This letter is to provide notice of the action(s) and reason(s) being proposed/denied for your child and a reminder of your procedural safeguards.

Action(s) being proposed or denied:

- Evaluation(s)
- Your child is eligible for Michigan Special Education services.
- Your child is not eligible for Michigan Special Education services.
- An Individualized Educational Plan (IEP) has been developed or updated. List the changes proposed or denied during the meeting:
- Your child is exiting Michigan Special Education services.
- Other: _____

Reason(s) why each action above is being proposed or denied:

(This section only completed on children EVALUATED for Michigan Special Education) **Description of each evaluation procedure, assessment, record, or report used as a basis of action proposed/denied. Include description of other options that IEP team considered and why those options were rejected:**

Family Rights/Procedural Safeguards:

You have the right to request mediation or an impartial due process hearing, or you may file a complaint should you disagree with the above proposed or refused action(s). A copy Of Michigan Special Education Rights are available at www.lewiscassisd.org. You may request a copy of this document and/or ask for assistance in understanding your Rights by contacting your Special Education Coordinator and/or: _____ Phone: - _____.

This notice was provided in person by mail by email

by: _____
Name Title Phone #

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| <p>Documentation of Language/Mode of Communication: This Prior Written Notice information has been translated orally or by other means to the parent in the parent's native language or other mode of communication and the parent has indicated understanding of this notice. Method used to communicate this information: _____ Service Provider Initials: _____</p> |
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| <p>Documentation of Waiver of 7 Days: I understand that I am entitled to at least 7 days written prior notice before the proposed action takes place. I am choosing to waive this timeline and to participate in the action before the completion of 7 days. _____ (Parent Initials)</p> |
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