

District/LEA: \_\_\_\_\_

Eligibility Meeting Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent(s): \_\_\_\_\_

## Prior Written Notice (Eligibility)

The school district must give you a written notice (information received in writing), whenever the school district:

- (1) Proposes to begin or change the identification, evaluation, or educational placement of your child or the provision of a free appropriate public education (FAPE) to your child; or
- (2) Refuses to begin or change the identification, evaluation, or educational placement of your child or the provision of FAPE to your child.

The Prior Written Notice requirement applies regardless of whether the proposal or refusal occurred during an IEP meeting.

The school district must also provide the information in a language that is understandable to you.

1. In this Eligibility, does the district/LEA propose to change the identification of the student with a determination of special education eligibility (eligible, not eligible or a change in disability(ies)?)

Yes (Complete the information below.)

No (Skip to question 2)

Describe the action or option that the district/LEA is proposing.	<input type="checkbox"/> The eligibility team has determined the student is eligible for special education services in the disability(ies) of _____ <input type="checkbox"/> In this initial eligibility decision, the eligibility team has determined the student is not eligible for special education services in any disability. <input type="checkbox"/> After reevaluation, the eligibility team has determined the student is not eligible for special education services in any disability. The IEP services and supports will end as of _____
Explain why the district/LEA is proposing that action.	
Describe any other factors related to why the district/LEA proposed the action or option	<input type="checkbox"/> There are no other factors. <input type="checkbox"/> Other factors are described in the meeting notes/minutes

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2. Is the district/LEA rejecting an option proposed or considered related to the identification of the student?

- Yes, each option proposed or considered and rejected is described below.
- No (Skip to question 3)

Describe the option(s) that the district/LEA is rejecting.	
Explain why the district/LEA is rejecting the option(s).	
Describe any other factors related to why the district/LEA rejected the action or option(s).	
	<input type="checkbox"/> There are no other factors. <input type="checkbox"/> Other factors are described in the meeting notes/minutes

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3. The evaluation procedure, assessment, record, or report(s) the district/LEA used in the decision are described in this Eligibility report.

If there is additional information regarding an evaluation procedure, assessment, record, or report(s) the district/LEA used in making the decision in this Eligibility that is not provided elsewhere in the Eligibility, it is described below.

You and your child have protections identified in the Parental Rights (also called procedural safeguards). If you need a copy of those procedural safeguards, or need assistance in understanding your rights, please contact the following:

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Name

Position

Phone Number

Email