



PRIOR WRITTEN NOTICE
Snohomish School District, Snohomish, WA 98290

Date: _____

Dear _____
(parent/student/guardian/surrogate parent)

Student's name: _____ Birth Date: _____

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

- proposing to
- initiating
- continuing
- refusing to
- change a

(mark one of the above)

Mark all items below that apply:

- referral
- evaluation
- eligibility category
- educational placement
- IEP
- reevaluation
- disciplinary action that is a change of placement
- transfer
- other (specify): _____

Explanation:

The reason we are taking action is:

The evaluation procedures, tests, records, or reports we used as the basis for taking this action were the following:

The other options considered were:

The reason we rejected those options was:

Other factors that are relevant to the action:

The evaluation procedures we propose to conduct are the following:

If you have not received a copy of the *Notice of Procedural Safeguards for Special Education Students and Their Families* and you would like a copy or you would like help in understanding the content, please contact:

at _____

Sincerely,

PURPOSE OF PRIOR WRITTEN NOTICE: As a parent of special education child or child suspected of needing special education services, the school district is required to provide you with prior written notice whenever it **proposes or refuses** to take an action related to the identification, evaluation, educational placement, or provision of a free appropriate public education to your child. This notice should be given to you in a reasonable amount of time before the action is taken.