

**Prior Written Notice of Decision**

**Local Education Agency:** Windsor Central Supervisory Union **Date Form Completed:** \_\_\_\_\_ same as meeting date

**Student Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Child Count ID #:** \_\_\_\_\_

Dear \_\_\_\_\_ :

The Local Education Agency (LEA) must, by law, provide you written notice whenever it:

- Proposes to begin or change the identification, evaluation or educational placement of your child or the provision of a free and appropriate public education to your child, AND/OR
- Refuses to begin or change the identification, evaluation or educational placement of your child, or the provision of a free and appropriate public education to your child.

This notice is sent to you for that purpose.

A description of the action(s) the LEA proposes or refuses to take:

- List specific decisions on Present Levels, Goals and Objectives, Services, Transition and Accommodations.
- Include specific placement and service delivery decisions.
- Include whether team was unanimous or who was in agreement and who did not agree

An explanation of why the LEA proposes or refuses to take the action(s):

- Refer to progress on IEP goals and objectives and in the general curriculum (may include reference to assessments, grades, teacher reports etc.)
- Refer to Least Restrictive Environment (if appropriate)

A description of each evaluation procedure, assessment, record or report the LEA used in deciding to propose or refuse the action(s):

- Refer to specific evaluations, progress reports, data collected, observations, teacher and administrator reports, student and parent input

Other options, if any, that the district considered, and the reasons why those options were not chosen:

- Include all other options proposed esp. by any parties that were not in agreement w/ explanation of why they were rejected.

A description of other reasons (if any) why the district is proposing or refusing the action(s):

- Any extenuating circumstances deemed relevant

**The Effective Date of this proposal or refusal decision will be:** \_\_\_\_\_ same as IEP revision date

**Procedural Safeguards To Protect Parent Rights**

Resources that you may contact for help in understanding the special education law are located at the back of the Procedural Safeguards (Parental Rights) booklet put out by the Vermont Agency of Education:

To obtain a copy of your "Parental Rights in Special Education," which describe your rights, including procedural safeguard protections under special education law, or if you have any questions about this notice or the Parental Rights,

please contact me at: \_\_\_\_\_ (Tel.) or write to me at:

Mailing Address: \_\_\_\_\_

Printed Name/Position: \_\_\_\_\_

Enclosures:

Form 7a