

State SELPA IEP Template  
**Notice of Action**  
**(Prior Written Notice)**

This notice is provided to parent prior to local educational agency (LEA)/district initiation or refusal regarding change of identification, evaluation, educational placement, or provision of free appropriate public education. This notice includes a description of the proposed and/or refused action, an explanation of why the LEA/district proposed to take this action, a description of any other options that were considered and the reasons why those options were rejected, and other factors that are relevant in this proposal.

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Purpose:**  Identification     Evaluation     Educational Placement     Provision of Free Appropriate Public Education  
 Other: \_\_\_\_\_

Actions Proposed	Reasons for Proposed Actions	Evaluation Procedures, Tests, Records, or Reports Used in Deciding for the Actions Proposed	Date Actions will be Implemented
Actions Refused	Reasons for Refused Actions	Evaluation Procedures, Tests, Records, or Reports Used in Deciding for the Actions Refused	
Other Options Considered	Reasons for Rejecting Other Options	Other Factors Relevant to Actions Proposed and/or Refused	

Parents/Guardians have protections under state and federal procedural safeguard provisions. Please refer to the enclosed NOTICE OF PROCEDURAL SAFEGUARDS for an explanation of these rights. If you would like further information about your rights or the proposed action please contact:

Print Name of Contact                      Position                      Phone                      E-mail Address  
 \_\_\_\_\_

IEP Dated \_\_\_\_\_ attached:  Yes     Not Applicable