

SPECIAL EDUCATION DEPARTMENT
Wenatchee School District
112 South Elliott
Wenatchee, WA 98801
Phone 663-7117

PURPOSE OF PRIOR WRITTEN NOTICE: As a parent of a 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.

NOTICE OF PROPOSED ACTION

Date: _____

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

Student's name: _____

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

proposing to
 refusing to
(mark one of the above)

initiate
 change a
(mark one of the above)

Mark all items below that apply:

referral
 educational placement
 disciplinary action that is a change of placement.
 Other (specify): _____

evaluation
 IEP

eligibility category
 reevaluation

Explanation

The reason we are taking the action is:

SED-F040
SPECIAL EDUCATION DEPARTMENT
Wenatchee School District

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

The other options were 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,