

**PRIOR WRITTEN NOTICE**  
**Decisions of the Local Education Agency (LEA)**

**Check Purpose:**    **Eligibility**             **Educational Placement/Change in Placement**  
                           **Reevaluation**        **Disciplinary Change in Placement**  
                           **Other:** \_\_\_\_\_

**Student:** Student Name

**DOB:** 00 / 00 / 2000

**School:** School Name

**Grade:** Grade

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

State and federal laws regarding students with disabilities require that the Local Education Agency (LEA) notify and inform you if certain changes are being made to your child's educational program. You must be informed when the school district:

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

The IEP Team or other group of appropriate individuals determined that **(Student Name)**

**ELIGIBILITY**

- Will not be evaluated.
- Is not eligible for special education and related services.
- Is eligible for special education in the category or categories of \_\_\_\_\_.
- Will receive the following related services in order to benefit from special education: \_\_\_\_\_.

**REEVALUATION**

- Continues to meet eligibility criteria for special education as \_\_\_\_\_.
- Eligibility category is being changed from \_\_\_\_\_ to \_\_\_\_\_.
- Will continue to receive the following related services in order to benefit from special education: \_\_\_\_\_.
- Will begin receiving the following related service(s) in order to benefit from special education: \_\_\_\_\_.
- Is no longer in need of the following related services in order to benefit from special education: \_\_\_\_\_.

**Student:** Student Name

**Grade:** Grade

**School:** School Name

**EDUCATIONAL PLACEMENT/CHANGE IN EDUCATIONAL PLACEMENT**

- Initial educational placement is \_\_\_\_\_.
- Educational placement is being changed from \_\_\_\_\_ to \_\_\_\_\_.
- No longer meets eligibility criteria and will be exited from the special education program.
- Is graduating with an NC Diploma and will be exited from the special education program.
- Has reached the maximum age of entitlement (22 years old) and will be exited from the special education program.
- Has not graduated with an NC Diploma or reached the maximum age of entitlement (22 years old); however, is exiting school with a graduation certificate. (Please be aware that students with disabilities are entitled to attend school until reaching maximum age of entitlement (22 years old) or graduating with an NC Diploma. Eligible students who return to school will continue to receive specially designed instruction through their entitlement period.)

**DISCIPLINARY CHANGE IN PLACEMENT**

- Conduct is a manifestation of (Student Name)'s disability.
- Conduct is not a manifestation of (Student Name)'s disability.

**CHANGES IN THE PROVISION OF FAPE/OTHER DECISIONS:** (Provide Proposals or Refusals)

- Proposals: \_\_\_\_\_
- Refusals: \_\_\_\_\_

**EXPLANATION OF ACTION(S) PROPOSED OR REFUSED:** (Each action must be specifically addressed in I-II-III-IV-V.)

- I. The IEP Team or other group of appropriate individuals decided the action(s) stated above on pages 1-2 because:  
\_\_\_\_\_
- II. The IEP Team or other group of appropriate people also considered the following option(s), including the continuum of alternative educational placements if applicable, and rejected these options because: \_\_\_\_\_
- III. Describe each evaluation procedure, test, record or report, used as basis for the action stated above on pages 1-2:  
\_\_\_\_\_
- IV. Describe other factors that are relevant to the agency's proposal or refusal: \_\_\_\_\_

**Student:** Student Name

**Grade:** Grade

**School:** School Name

The following individuals were present during the development of this Prior Written Notice on 00 / 00 / 2000:

Name	Position

**This is the final action (decision) of the local education agency. If you disagree, you, as the parent or adult student, are entitled to the due process rights that are described in your Handbook on Parents’ Rights ([www.ncpublicschools.org/ec/policy/resources/rights](http://www.ncpublicschools.org/ec/policy/resources/rights)). The deadline for filing a petition for a due process hearing is one year (1 year) from receipt of this notice.**

If you do not have a copy of the Handbook on Parents’ Rights or would like another one, please contact your school principal or call the local director of Exceptional Children Programs. The principal or director can also help you understand your rights if you have any questions, or you can call the Exceptional Children’s Assistance Center, 1-800-962-6817. Please save this notice for your records.

**If you have any questions, please feel free to call:** Name: Name, Phone Number: \_\_\_\_\_

**This decision will be implemented on 00 / 00 / 2000**

- Prior Written Notice was given to the parent by \_\_\_\_\_ on 00 / 00 / 2000
- Prior Written Notice was sent to the parent by \_\_\_\_\_ on 00 / 00 / 2000.  
Method of delivery: \_\_\_\_\_.

**Copy: EC File**