

## Notice of Local Educational Agency Decision

Student Name: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

School District: \_\_\_\_\_ Case Manager: \_\_\_\_\_

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

This letter is to provide you with written notice that the school district,  
proposes OR has decided not to implement

the following action(s) in regards to:

- the special education evaluation of a child or student
- the identification of a child or student as having a disability
- the educational placement of a student or child with a disability
- the provision of a Free Appropriate Public Education for the child or student

The following is an explanation as to why the school district proposes or declines to take action:

The evaluation procedures, tests, records, reports and other factors upon which this decision was based were:

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

Other factors, if any, that are relevant to this action:

**The effective date of this proposal or decision will be \_\_\_\_/\_\_\_\_/\_\_\_\_.**

### Procedural Safeguards To Protect Parent Rights

Both the state and federal laws concerning special education of children with disabilities include many parental rights. Receiving notices about the proposed actions or decisions the school wishes to take in regards to your child and your being a part of the educational planning team for your child with a disability are examples of rights given to you by these laws. These laws also require that the school follow certain procedures to make sure you know your rights and have the opportunity to exercise those rights. You received a copy of these rights when your child was referred. You should read them carefully and, if you have any questions regarding your rights, please contact:

\_\_\_\_\_ by phone at \_\_\_\_\_

or write to this person at: \_\_\_\_\_

Sincerely,  
Signature: \_\_\_\_\_

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