# Prior Written Notice

(USBE Rules IV.C.)

District/School: Date of Notice:

Student Name: DOB: Grade:

To: (parent or student who is an adult)

The following action(s) in the relevant area(s) is(are) proposed:

**Identification:**

Actions were proposed for these reasons (include evaluation procedures, tests, records, or reports used as a basis for the proposed action):

**Evaluation:**

Actions were proposed for these reasons (include evaluation procedures, tests, records, or reports used as a basis for the proposed action):

**Placement:**

Actions were proposed for these reasons (include evaluation procedures, tests, records, or reports used as a basis for the proposed action):

**Other elements of FAPE:**

Actions were proposed for these reasons (include evaluation procedures, tests, records, or reports used as a basis for the proposed action):

Before proposing to take the action(s), the following alternatives were considered:

Reason(s) these options were rejected (include data used as a basis for the action):

Other factors relevant to this proposal:

If you need assistance understanding this document, please contact:

## Notice in Understandable Language (USBE Rules IV.C.3.b.)

Parents and students who are adults must be provided prior written notice (PWN) in language understandable to the general public in their native language or other mode of communication before the LEA proposes or refuses to initiate or change the identification, evaluation, or educational placement of your student/you, or the provision of a free appropriate public education (FAPE) to your student/you.

The Procedural Safeguards under Part B of the IDEA afford you protection. A copy of the Procedural Safeguards is sent with this form.

Your native language or other mode of communication is **not** a written language.

**Therefore:**

The notice was translated orally or by other means in your native language or other mode of communication on[date]: by[person]: **AND**

You verified with the translator/interpreter that you understand the content of this notice.

Translator/Interpreter Signature Date

Copy to Parent/Student who is an Adult and to file

***NOTE:*** *Prior written notice for actions proposed is embedded in all forms documenting actions for which it is required. It is not necessary to use this form in addition.*