

NOTICE OF RECOMMENDED EDUCATIONAL PLACEMENT: ANNOTATED
***** School Age

Date:

Name and Address of Parent:

Student's Name:

Dear _____,

This notice summarizes recommendations for your child's education program.

This notice is to be given to the parent within a reasonable time before the school district proposes to initiate or change, or refuses to initiate or change the identification, evaluation or educational placement of the child or the provision of a free appropriate public education to the child, or to inform the parent that the child is not eligible for special education services.

- 1. Action proposed or refused:

- 2. Why the action is proposed or refused:

Annotation:
This section provides an explanation of the reasons why the above actions were proposed or refused. Following are some examples:

- Evaluation data indicate that the child does not meet the eligibility requirements as a child with a disability.
- Evaluation data and the child's performance indicate that the child has met exit criteria as determined by the IEP Team and is no longer in need of specially designed instruction, and therefore no longer needs special education.
- The student will be graduating with a regular diploma.
- The LEA has conducted an evaluation and considers the data to be valid and comprehensive and therefore refuses to pay for an independent evaluation.

- 3. A. Description of other options that were considered:

Annotation:
This section describes other options that were considered when the determination of appropriate special education services for the child was made. Following are some examples:

- Reading instruction in Resource room by the learning support teacher.
- Speech/language support in regular education classroom.
- Social skills counseling by the school psychologist.

B. Reason(s) why these options were rejected:

Annotation:

This section explains to the parents the reasons why the options that were considered in 3-A were considered but were not found to be appropriate. Following are some examples:

- Child does not need specially designed instruction to be successful in the general education curriculum.
- Results of the evaluation indicate that the child's needs can be met in part time service.
- Observations conducted during the reevaluation indicate that placement in a part time program would not be sufficient to meet the child's needs.

4. Evaluation procedure(s), assessment(s), record(s) or report(s) used as a basis for the proposed action or action refused:

Annotation:

This section describes the evaluation procedure(s), assessment(s), record(s), or report(s) used as a basis for the action proposed or refused. Following are some examples:

- Response to Intervention (RTI)
- Progress monitoring data
- Curriculum-based assessment data
- Benchmark assessment data
- Oral reading fluency data
- Parent observations and data on behavior in the home
- Functional Behavior Assessment
- Assistive Technology Assessment
- Data from related service providers
- Informal Behavior Assessment
- Classroom observations and other observations
- Evaluation information provided by the parents
- Standardized assessments, including the PSSA and PASA
- Individual or group achievement assessments (may be state or nationally normed)
- Existing evaluation data (school reports)
- Vocational assessment
- Functional assessment(s) results
- Data from individual or group assessments of emotional, social, or behavioral functioning

5. Other factor(s) relevant to proposal or refusal:

Annotation:

This section describes other factors, if any, that are relevant to the proposed action or refusal. Following are some examples:

- Based on data collected on the child, the child demonstrates consistent behavioral difficulties during transitions between settings
- Child is reading at grade level.
- Child has a medical condition that will require an extended absence from school.

The educational placement recommended for your child is: (Type of service, type of support, ex: full time learning support)

Annotation: This section informs the parents of the type of service and support that are being recommended. Following are some options available to the IEP Team:	
<u>Type of Service</u>	<u>Type of Support</u>
Itinerant	Learning Support
Resource	Life Skills Support
Part Time	Emotional Support
Full Time	Deaf or Hearing Impaired Support
	Blind or Visually Impaired Support
	Speech and Language Support
	Physical Support
	Autistic Support
	Multi-Disabilities Support

School District Superintendent
Charter School CEO

Signature

Date

You have rights and protections under law that are described in a document titled **Procedural Safeguards Notice**. If you need more information or want a copy of this notice, you may contact us at (phone)

Annotation: For forms in languages other than English, including the Procedural Safeguards Notice, please visit www.pattan.net .
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DIRECTIONS FOR PARENTS: Please check one of the options, sign this form, and return it within **10 days**.

I **approve** this recommendation

I **do not approve** this recommendation. My reason for **disapproval** is: _____

I request:

Annotation: Parents are to select the appropriate option indicating their approval or disapproval of the proposed action. If parents do not approve the recommendation, they should list the reason for disapproval. Parents always have the right to formally request one of the options listed below or they may prefer to work informally to reach agreement.
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A meeting to discuss this recommendation with school personnel

Annotation:

This option is for a meeting with school personnel in an attempt to clarify any details that the parent may not understand or may not agree with. Both charter school and school district parents may choose this option.

Pre-hearing Conference (not applicable for charter schools)

Annotation:

The Pre-hearing Conference option is made available through Chapter 14 and therefore does not apply to parents of children enrolled in charter schools. This option is also an attempt to clarify details and solve problems in a non-adversarial manner. The Prehearing Conference must be convened within 10 days of receipt of the parent notice. Chapter 14 states that the agreement, "shall be applied" to the IEP.

Mediation

Annotation:

IDEA 2004 revised several provisions of procedural safeguards. LEAs and parents should consult the *Procedural Safeguards Notice* for detailed information related to mediation.

Due Process Hearing

Annotation:

When a parent checks this box, the LEA has the obligation to provide the parent with the Due Process Complaint Notice form and the Procedural Safeguards Notice. The LEA then should notify the Office for Dispute Resolution that the parent has asked for a due process hearing and has been provided with the appropriate forms.

IDEA 2004 revised several provisions of procedural safeguards. LEAs and parents should consult the *Procedural Safeguards Notice* for detailed information related to due process hearing.

Parent's Signature

Date

Daytime Phone

Please return this entire form to:

Name:

Address: