



Parent Notice of Eligibility Determination

SCHOOL _____
 ADDRESS _____
 DATE _____
 RE _____
 ID NUMBER _____

Dear _____

On _____ (date), information about your child was reviewed to determine whether your child is eligible for special education services.

INITIAL:

Based on a review of all available information, it was determined that _____ Student Name

- is eligible for special education services.
- is not eligible for special education services.

If your child was found eligible for special education services, your consent is required for an initial eligibility determination. If you did not attend the eligibility meeting, please complete and sign the appropriate section of the enclosed *Special Education Eligibility* (SS/SE-10) form and return to your child's school. Regulations governing special education programs in Virginia specify that an individualized education program (IEP) must be developed for every student following an eligibility determination. You will be contacted by a school representative for the purpose of arranging a meeting to develop an appropriate IEP for your child. Any questions you may have concerning your child's program will be discussed at the IEP meeting. A copy of *Individualized Education Program (IEP) Meeting Agenda for Parents* (IEP-101) is enclosed for your information. If your child is a nonresident and is parentally placed in a private school located in Fairfax County, you must contact the school division where your child resides to arrange an IEP meeting. If your child continues in a private school located in Fairfax County, services may be available from Fairfax County Public Schools (FCPS) through an individual services plan (ISP).

REEVALUATION:

Based on a review of all available information, it was determined that _____ Student Name

- continues to be eligible for special education services.

If your child continues to be eligible for special education services, the IEP team may reconvene to review your child's IEP and revise as appropriate. If a change in eligibility status occurred, your consent is required. If you did not attend the eligibility meeting, please complete and sign the appropriate section of the enclosed *Special Education Eligibility* (SS/SE-10) form and return to your child's school.

- is no longer eligible for special education services.

If your child is no longer eligible for special education services, your consent for termination of special education services is required. If you did not attend the eligibility meeting, please complete and sign the appropriate section of the enclosed *Special Education Eligibility* (SS/SE-10) form and return to your child's school. In order to facilitate a smooth transition, the proposed date for special education services to end is _____.

The attached documents provide information on how this decision was made. If you did not attend the meeting and disagree with the determination, you may request that the eligibility decision be reconsidered. A copy of *Your Family's Special Education Rights (Virginia Procedural Safeguard Notice)* (SS/SE-4) has previously been provided to you. Additional copies of the procedural safeguards document are available at your child's school or on-line at <https://www.fcps.edu/sites/default/files/media/forms/se4.pdf>. If you have questions concerning the procedural safeguards or desire assistance understanding the provisions of these safeguards, please contact Due Process and Eligibility at 571-423-4470.

You have the right to appeal the eligibility decision. In order to do so, you must notify Due Process and Eligibility, 8270 Willow Oaks Corporate Dr. Second Floor, Fairfax, VA 22031, in writing that you are initiating an administrative review, mediation, and/or an impartial due process hearing. You may obtain a *Notice of Appeal* (SS/SE-130) form from your child's school. FCPS may appeal a parent's decision as provided by the *Virginia Procedural Safeguard Notice*. If appeal procedures are initiated, your child will remain in the present educational placement during the appeal process unless you and the school division agree otherwise.

If you have any questions, you may contact me at _____.

Sincerely,

Enclosures

Information from the Fairfax County Public Schools student scholastic record is released on the condition that the recipient agrees not to permit any other party to have access to such information without the written consent of the parent or eligible student.