



# Notice Not to Evaluate

SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_

RE \_\_\_\_\_

ID Number \_\_\_\_\_

Dear \_\_\_\_\_

This is to inform you that on \_\_\_\_\_, information on your child was considered by the local screening committee. It was the local screening committee's recommendation, based on all pertinent data, that an individual evaluation is not warranted at this time. The Local Screening Committee Report is enclosed for your information.

You have the right to appeal this decision. In order to do so you must notify Due Process and Eligibility, 8270 Willow Oaks Corporate Drive, 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 or on-line at <https://www.fcps.edu/sites/default/files/media/forms/se130.pdf>. 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.

A copy of *Your Family's Special Education Rights (Virginia Procedural Safeguards Notice)* was provided to you prior to the local screening committee meeting. Should you desire assistance in understanding the provisions of these procedural safeguards, please call Due Process and Eligibility at 571-423-4470. Additional copies are available at the school or on-line at <https://www.fcps.edu/sites/default/files/media/forms/se4.pdf>.

If you have any questions, please contact me at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Principal or Designee

Enclosures