

PRIOR WRITTEN NOTICE

Student _____ ID Number _____ Date _____

School _____

Dear _____

The Individuals with Disabilities Education Act requires that a school division provide written notice to parents when the school division proposes or refuses to initiate or change the identification, evaluation, or educational placement of a child, or the provision of a free appropriate public education (FAPE).

During a/an _____ meeting on _____, Fairfax County Public Schools (FCPS)

proposed or refused (check one) the following action:

The reason FCPS proposes or refuses the action:

Description of other options considered by FCPS and why they were rejected:

Description of each evaluation procedure, test, record, or report FCPS used as a basis for the proposed or refused action:

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.

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Student _____ ID Number _____ Date _____

School _____

Description of other factors relevant to FCPS' proposal or refusal:

Parents of a child with a disability have protection under the procedural safeguards including the right to appeal the proposal or refusal of the action described in this notice. A copy of *Your Family's Special Education Rights (Virginia Procedural Safeguards Notice)* (SS/SE-4) has previously been provided to you. Additional copies of this 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 or desire assistance understanding the provisions of these safeguards, please contact Due Process and Eligibility at 571-423-4470.

Sincerely,

DRAFT

cc: Student Scholastic Record,

_____, _____
_____, _____
_____, _____

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