

**PRIOR NOTICE OF
PROPOSED OR REFUSED ACTION
BY RICHLAND PARISH SPECIAL EDUCATION DEPARTMENT**

Date: _____ To the Parent(s)/Guardian(s) of _____:

The purpose of this letter is to inform you of the school system's Individualized Education Program (IEP) Team's _____ to:

proposal / refusal

- ___ Change your child's educational placement
- ___ Change your child's special education support service
- ___ Change your child's special education related service
- ___ Change your child's school exit option
- ___ Change your child's assessment decision
- ___ Change your child's eligibility for special education services*
- ___ Other (describe) _____

The IEP team _____ to take this action because:

(proposes/refuses)

The IEP team considered the following options in making this decision:

The following information was used in making this decision:

- | | |
|--|-------------------------------------|
| ___ IEP | ___ Evaluation |
| ___ Student Performance | ___ Teacher/Information/Observation |
| ___ Student Behavior | ___ Other |
| ___ Parent Information | ___ Medical Information |
| ___ Report Cards/Statewide Assessment Data | |

****Please read, check, and sign one of the statements below and return:**

_____ Please MAKE the changes to the IEP without me having to attend an IEP meeting. I understand that any pages amended in the IEP will be sent home. Parent Signature: _____

_____ Do NOT make any changes to the IEP – I WILL ATTEND an IEP meeting to discuss the changes. The best date/time is: _____ Parent Signature: _____

Parent(s)/guardian(s) of a child with a disability have legal rights, called procedural safeguards, which are part of the Individuals with Disabilities Education Act (IDEA) and *Bulletin 1706: Regulations for the Implementation of the Children with Exceptionalities Act, Subparts A and B*.

Parental rights can be found in *Louisiana's Educational Rights of Children with Disabilities*. You should have already received a copy of the handbook, but you may request an additional copy from your child's teacher. You can also find this handbook on the Louisiana Department of Education website, <http://www.louisianaschools.net>.

Should you want additional assistance in understanding your rights in this matter, you may contact the person identified below.

Cheryl Crawford, Special Education Supervisor, Richland Parish Schools 318-728-5946 Ext. 235

* **Note:** Graduation from high school with a regular diploma terminates special education eligibility.