



Prior Written Notice

The purpose of this form is to provide written notice of _____ School's proposal to begin or change or refusal to begin or change the (a) identification, (b) evaluation, or (c) educational placement of your child, or (d) the provision of a free appropriate public education (FAPE) to your child. [34 CFR 300.503(a)]

I. Identifying Information

Student's Last Name:	First Name:	DOB:
Address:	City:	State:
UIC Number:		
Resident District:	Operating District:	
Parent/Guardian/Surrogate/Student Name:	Address:	
This prior written notice references the following:		

II. Prior Written Notice

Description of the action the school district proposes or refuses to take:
Explanation of why the school district is proposing or refusing to take the action:
Description of each evaluation procedure, assessment, record or report the school district used in deciding to propose or refuse the action:
Description of other options the IEP Team considered, reasons why options were rejected, and description of other factors relevant to the agency's proposal or refusal:

III. Administrative Designee

Administrative Designee signature acknowledges the content of the Prior Written Notice.	
Signature:	Date:

IV. Delivery Means

Delivered By:	Date of Delivery:
Method of Delivery: <input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> By Email	

RESOURCES	
Resources for Parent/Guardian/Surrogate/Student to contact for help in understanding Part B of the IDEA	
Special Education Parent Advisory Committee (SEPAC) Website	https://www.northwested.org/academic-services/special-education/parent-resources/sepac/
Northwest Education Compliance/Monitor	(231) 922-6233
Conflict Resolution Service	(231) 941-5835 www.CRSmediationTC.org
Michigan Alliance for Families 1819 South Wagner Road, PO Box 1406 Ann Arbor, MI 49106	(800) 552-4821 www.michiganallianceforfamilies.org
Michigan Protection and Advocacy Service 4095 Legacy Parkway, Suite 500 Lansing, MI 48911	(800) 288-5923 www.mpas.org
MDE OSE Hotline and Technical Assistance	(888) 320-8384
Michigan Department of Education, Director of Special Education, P.O. Box 30008, Lansing, MI 48909 (517) 373-0923 www.michigan.gov/mde	
Parent of a child with a disability have protection under the Procedural Safeguards for Special Education.	
How to obtain a copy of the description of the Procedural Safeguards:	
Contact the Special Education Department in your local school district for a copy.	
Procedural Safeguards are also available online at:	
https://www.michigan.gov/documents/mde/Procedural_Safeguards_Notice_550307_7.pdf	