

Today's Date (include month, day, and year)

Your Name
Street Address
City, State, Zip Code
Your email address
Daytime telephone number

Name of person to whom you're writing
Title
Street Address
City, State, Zip Code

Re: Name of Child, Name of School, Purpose of Letter (Request an Explanation for Denial of Services)

Dear (Person's name),

At our meeting (or) During our phone conversation on (date), we discussed my child's (evaluation, eligibility, placement, IEP, services, etc.). I requested (_____) and was denied (or) I was told the school intends to (______). I have never received any information about this decision in writing. In accordance with the IDEA regulations, I am requesting prior written notice regarding (be very specific about the issue/decision you want the school to respond to. Bullet or number the items.)

According to the IDEA, at 34 CRF §300.503, prior written notice must include the following:

1. A description of what the school is proposing or refusing to do.
2. An explanation of why the school proposes or refuses this action.
3. A description of any other options the school considered and the reasons those options were rejected.
4. A description of each evaluation procedure, test, record, or report the school used as a basis for this decision.
5. A description of any other relevant factors that went into this decision.
6. Information on how I can obtain a copy of procedural safeguards available to me under the law and a full explanation of the safeguards.
7. Information on sources I can contact for help in understanding IDEA's regulations.

I look forward to receiving a detailed response to my request as soon as possible. Thank you for your assistance.

Sincerely,

Your name

cc / copy sent to: the principal, supervisor, or special education administrator
other members of the meeting

* Adapted from the National Dissemination Center for Children with Disabilities