



SAMPLE LETTER REQUESTING PRIOR WRITTEN NOTICE

[Parent name(s)]

[Address]

[Date]

School Superintendent

[Address]

Director of Special Education

[Name of Area Education Agency]

[Address]

Re: Formal Request for Written Parental Notice Required by the Individuals with Disabilities Education Act (IDEA)

Dear Educators:

I am the parent/guardian of [student name], born [birthdate], who is a [year] grade student in the [district name] Community School District, within the [AEA name or number] Area Education Agency. Recently your agencies have proposed that [state what the school wants to do or refuses to do that you disagree with]. I disagree with this change in my child's educational programming.

I believe your action constitutes a [either proposal or refusal] to "change . . . the provision of a free appropriate public education to the child" within the meaning of the IDEA § 1415(b)(3) and 1415(c). Accordingly, it is my understanding that I am entitled to receive a written notice that explains the reasons for this decision within a reasonable time so that I have the information I need to decide whether I want to formally challenge the decision. This letter is my formal request for my written prior notice.

I have been advised that to meet the requirements of the IDEA its regulations (34 C.F.R. § 300.503), your written notice must contain all of the following elements:

- a description of the action that is being proposed or refused;
- an explanation of why the agency proposes or refuses to take action;
- a description of any other options the agency considered and the reasons why those options were rejected;
- a description of each evaluation procedure, assessment, record, or report that the agency is using as a basis for the their decision; and
- a description of any other factors that are relevant to the agency's proposal or refusal.

Thank you in advance for your prompt attention to this matter of great importance to my child's educational progress. You can reach me during daytime hours at [any contact information you want to provide].

Sincerely,

[Parent name(s)]