

**PRIOR WRITTEN NOTICE for IEP/IFSP
TSES 04.10.01**

COMPLIANCE

Describe what the Notice is for...what the proposed action is

“The district is proposing to implement the IEP developed at the team meeting on May 1, 2009.”

Notice describes **WHY** the district is proposing the action

“The district is proposing the IEP in order to meet Johnny’s identified needs.”

Notice describes the evaluation procedures, assessments, records, or reports the district used as a basis for the proposed action

“The district reviewed the evaluation report dated September 1, 2009, information provided by the parent from the outside physical therapist and information from his classroom teacher regarding his current behaviors.”

Notice **MUST** describe other options that were considered

“The district is proposing to add 60 minutes per week of speech therapy services. The district is also refusing the parent’s request to add a full time paraprofessional to the student’s program.”

NON-COMPLIANCE

Notice merely states “see attached”

“See attached IEP”

No reason is given for the reason **WHY** the district is proposing the action

“The team considered placing Jose in a level 4 setting.”

“The team considered all relevant options.”

Notice is lacking specifics of the evaluation procedures, assessments, records or reports the district used as a basis for the proposed action

“The district looked at everything in the student’s file.”

No options were considered

“There were no other options considered.”

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Notice MUST also describe **WHY** the district is proposing or refusing the other options considered

“The district is proposing the additional 60 minutes per week of speech services because Juan is not making progress toward his speech goals. The district is refusing the parent’s request to add a paraprofessional to Juan’s program because he is on track to reach his goals by the end of the year, so no additional paraprofessional services are necessary.”

Include a statement of other factors considered. If there were no relevant factors considered, there must be a statement that indicates there were no relevant factors.

“The student will be moving from the elementary school to Middle School.”

“There were no other relevant factors identified.”

NON-COMPLIANCE

No other options were considered

“There were no other options considered.”

There is no statement indicating there were no relevant factors.

The “other factors considered” section is blank.

For correction:

Submit a compliant example of a prior written notice for the child whose file was cited. The notice can be for an IEP or an evaluation/reevaluation.

