

Sample Written Notice – Pre-evaluation

1. Description and explanation of proposed/refused action:

Initial evaluation

Propose to conduct an initial evaluation for Student. When complete, team will meet to determine eligibility

2. Reason for proposed or refused action:

The pre - evaluation team met to review the referral to special education. Upon review of the data provided, it was determined that an evaluation is appropriate to determine Student's eligibility for special education. The following areas will be assessed: academic, classroom observation, behavior rating scales, and parent and teacher interviews.

3. Description of evaluation procedure, test, record, or report used in deciding to propose or refuse action:

Sources of information reviewed included current classroom behavior plan, AIMSWEB data from 1st through 4th grades, parent and team member input.

4. Description of other options considered, if any, and the reason for rejecting them:

Considered requesting a speech and language assessment however parent did not want to have a speech and language evaluation due to the student already receiving speech and language therapy through an outside provider and making progress.

5. Other factors which are relevant to the proposal or refusal:

Parent attended via telephone. A copy of the Notice of Procedural Safeguards will be sent to parent with a copy of this Written Notice.

Parent & Team agree to:

Begin evaluation immediately. Upon completion, meet to determine eligibility