

## Sample Written Notice – Annual IEP

1. Description and explanation of proposed/refused action:

Implement proposed IEP

Propose that the team will implement the developed Individualized Education Program

2. Reason for proposed or refused action:

Annual IEP is due. Student's progress toward previous IEP goals was reviewed. New goals were determined. All parts of the student's IEP were reviewed and updated, including but not limited to: Student's summary of services and least restrictive environment / placement.

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

Sources of information reviewed included previous evaluation data, previous IEPs with progress reports, current classroom data including curriculum based measures and AIMSweb data, parent and team member input.

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

Parent requested aide support for student during general education math class. This was deemed unnecessary at this time because the general education math teacher explained that the student has been very focused and successful during math instruction and activities. The team will review the need at a later time as needed.

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

Parent did not agree that an aide was not necessary, however agreed to meet at a later time to discuss the need further if necessary. Parent would like to review the IEP draft and will contact the school within 10 days of date of meeting with any additional comments or proposed revisions. If not contacted, the school will implement IEP and send final copies to parent. Parent was provided a copy of the Notice of Procedural Safeguards.

Parent & Team agree to:

Implement within 10 days. IEP has been sent to parents.