Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Regarding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Under 34 CFR §300.503(a) in IDEA 2004 (Individuals with Disability Education Act, 2004), the school district must provide you a written notice (information received in writing), whenever the school district proposes or refuses to initiate or change the identification, evaluation, or educational placement of your child or the provision of FAPE to your child. The required content under 34 CFR §300.503(b) is listed below.

The school district must inform parents, as part of the notice, that parents have protection under the Procedural Safeguards. [https://www.michigan.gov/mde](https://www.michigan.gov/mde/-/media/Project/Websites/mde/specialeducation/proc-safe/Procedural_Safeguards_Notice.pdf?rev=b38501b73e7649fcb913042c3b36c5cc&hash=FF5206E77A9F3157631280FBD22280E1)

\_\_\_ A copy of Michigan’s Procedural Safeguards accompanies this notice.

\_\_\_ A copy of Parent Support Organizations accompanies this notice.

**Prior Written Notice Under Part B of the IDEA**

* Description of the action that the school district proposes or refuses to take:

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* Explanation of why the school district is proposing or refusing to take that action:

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* Description of each evaluation procedure, assessment, record, or report the school district used in deciding to propose or refuse the action:

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* Description of any other choices that the Individualized Education Program (IEP) Team considered and the reasons why those choices were rejected:

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* Description of other reasons why the school district proposed or refused the action:

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**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**