SUMMARY:  Webform & Report

1

# PR-01 PRIOR WRITTEN NOTICE TO PARENTS

School District

**CHILD'S INFORMATION**

NAME: _____ 2 _____   DATE OF BIRTH: ___ 3 ___   DATE OF NOTICE: ___ 4 ___

Parent Name
Address Line 1
Address Line 2 (Suppress if Null)
City, State  Zip

Dear John & Josephine Parent:

This is to notify you of the district's action: ~~regarding Sally Student's educational program.~~

5   1. Type of action taken:
☑   Proposes to initiate an initial evaluation
☑   Refusal to initiate an evaluation
☑   Expedited evaluation
☑   Change of placement
☑   Change of placement for disciplinary reasons
☑   Proposes to change the identification, evaluation or educational placement of the child or provision of FAPE
☑   Refusal to change the identification, evaluation or educational placement of the child or provision of FAPE
☑   Reevaluation
☑   IEP issues/meetings where the parent(s) disagree with the district
☑   Revocation of Consent
☑   Due process hearing, or an expedited due process hearing, initiated by the district
☑   Graduation from high school
☑   Exiting high school due to exceeding the age eligibility for FAPE
☑   Other
        Type of action other text box data entry.

2. A description of the action proposed or refused by the school district:

6      Rich text box

3. An explanation of why the school district proposes or refuses to take the action:

7      Rich text box

4. A description of other options that the IEP team considered and the reasons why those options were rejected:

| 8 | Rich text box |

5. A description of each evaluation procedure, assessment, record or report the school district used as a basis for the proposed or refused action:

| 9 | Rich text box |

6. A description of other factors that are relevant to the school district's proposal or refusal:

| 10 | Rich text box |

## PROVISION OF PROCEDURAL SAFEGUARDS

As a parent of a child with a suspected or identified disability, you have procedural safeguard protection under the Individuals with Disabilities Education Improvement Act (IDEIA) of 2004. ~~Upon initial referral for an evaluation or parent request for an evaluation,~~ **You will be given a copy of your procedural safeguards once per year.** In addition, you will ~~also~~ be given a copy of the procedural safeguards ~~upon~~ when you request a copy, when your child is referred for their first evaluation, when you request an evaluation for your child, when you file a formal written complaint or request a ~~upon receipt of the first state complaint under 34 C.F.R. S300.151-300.153 and upon receipt of the first~~ due process hearing and ~~under 34 C.F.R. S300.507 in a school year and~~ in accordance with the discipline procedures in 34 C.F.R. S300.530 (h).

If you have any questions about the action(s) described in this form, your rights as described in the Procedural Safeguards Notice, other related concerns, or you wish to obtain a copy of the Procedural Safeguards notice, please contact the following:

~~Please contact Name and Title:~~ _____ [11] _____
~~at Phone #:\_\_\_\_\_~~ [11a] ~~_____ if you have any questions about the action(s) described above, your rights, as described in the Procedural Safeguards Notice, or other related concerns. You may also obtain a copy of the procedural safeguards notice from the following:~~

Name:_____ [12] _____  Title: _____
Address:_____
City, State, Zip Code: _____
Telephone: _____  E-mail: _____
School District: _____ [13] _____

| 14 | **Enclosure: Procedural Safeguards Notice** |

| 1 | IEPplus Data fields | Additional Instructions |
|---|---|---|
| | | Create form upon selecting New<br>- Lock/finalize this form<br>- File Attachments |
| | Parent/Guardian Salutation, Address information<br>- Basic Information, Contact, Type = Parent/Guardian, Surrogate Parent | REPORT: Fit window envelope<br>- Addresses Tab = Mail<br>- Mail Attention Line, if blank use Contact Name fields |
| | 11/16/09: State updated format to match their other forms.<br>- Removed existing letterhead, report header 1&2, logo to match ED Forms<br>- Changed order of a few Types of Action<br>- New type of Action = Revocation of Consent<br>- Some wording changes and removal of Procedural Contact Name. | |
| | Subsequent Pages | Same as IEP Header each Page: Student Name (First MI Last, Qualifier, ID, DOB) |
| | Report Footer: Every Page | PR-01 – PRIOR WRITTEN NOTICE FOR PARENTS FROM ODE: MAY 28, 2009 |
| 1 | District Name | Maintenance, Manage Letterhead, System or User Default |
| 2 | Student's Full Name | Basic Information, Demographics (First Middle Last, Qualifier) |
| 3 | Date of Birth | Basic Information, Demographics, DOB Field |
| 4 | Date | Today's date, user able to modify |
| 5 | Type Of Action | Check Boxes & Other: Text box: User to type text here.<br>- Question/Answers: PriorWrittenNotice, OH_PWN, Action Taken |
| 6-10 | Questions 2-6 | Rich Text Boxes (5) for data entry |
| ~~11 & 11a~~ | ~~Procedure Safeguard Contact: Name, Title & Phone Number~~ | ~~System or User Default, Letterhead~~ |
| 12 | Copy Procedure Safeguard: Name, Title | Manage Letterhead, Staff/Enclosure, Type = Procedure Safeguard Copy<br>Lines 1, 2, 3, 4, 5, 6<br>- enable users to change autofilled text or manually type in text box.<br>- Name<br>- Title<br>- Address<br>- City, State, Zip<br>- Phone<br>- Email |
| 13 | School District | System or User Default, Organization<br>- enable users to change autofilled text or manually type in text box. |
| 14 | Enclosure | Manage Letterhead, Staff/type enclosure, Prior Notice Enclsoure = cc: procedure Safeguard notice |

Title row of table:

**IEPplus – OHIO Written Notice of Proposed/Refused Action**
11/16/09

| Ohio – Prior Wirtten Notice Q&A's – Form ID# | | | | |
|---|---|---|---|---|
| Field | QU_Area | QU_Section | QU_Subsection | FAW_Notes |
| 5 | PriorWrittenNotice | OH_PWN | Action Taken | |
| 6 | PriorWrittenNotice | OH_PWN | Action Description | |
| 7 | PriorWrittenNotice | OH_PWN | Why Action Taken | |
| 8 | PriorWrittenNotice | OH_PWN | OtherOption | |
| 9 | PriorWrittenNotice | OH_PWN | ProcedureDescription | |
| 10 | PriorWrittenNotice | OH_PWN | OtherFactors | |
| 12 | PriorWrittenNotice | OH_PWN | InformationContact | |

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