***SAMPLE – Requesting Prior Written Notice***

Today’s date (include month, day, and year)

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

Name of Person to Whom you are Writing

Title

Street Address

City, State, Zip Code

Dear (name),

At our meeting (or during our phone conversation) on (insert date), we discussed my child’s (evaluation, eligibility, placement, IEP, services, etc.). I requested (insert what you requested) and was denied (or I was told the school intends to (insert what the school intends to do)), but I have never received any information about this decision in writing. I am requesting prior written notice regarding (be very specific about the issue/decision you want the school to respond to - list out the issue/decision/refusal).

It is my understanding that according to 34 CFR §300.503, prior written notice

must include the following:

1. A description of what the school is proposing or refusing to do;
2. An explanation as to why the school proposes or refuses this action;
3. A description of any other options the school considered and an explanation as to why those options were rejected;
4. A description of each evaluation procedure, test, record, or report the school used as a basis for this decision;
5. A description of any other relevant factors that went into this decision;
6. Information on how I can obtain a copy of procedural safeguards and a full explanation of those safeguards; and
7. Information on sources I can contact for help understanding IDEA.

I look forward to receiving a detailed response to my request as soon as possible. Thank you for your assistance.

Sincerely,

Your Name

cc: the principal, supervisor, or special education administrator

 other members of the meeting