



West Valley School District #208  
Special Services  
1000 South 72<sup>nd</sup> Avenue  
Yakima, WA 98908

**PURPOSE:** As a parent/guardian of a special education child or child suspected of needing special education services, the school district is required to provide you with prior written notice whenever it **proposes or refuses** to initiate or change the identification, evaluation, educational placement, or provision of a free appropriate public education to your child. This notice should be given to you after a district makes a decision and before action is taken on the decision. The notice should be given to you in a reasonable amount of time before the district takes action.

### PRIOR WRITTEN NOTICE

Date: \_\_\_\_\_

To: \_\_\_\_\_  
*Parent/guardian/adult student*

Re: \_\_\_\_\_  
*Student name*

The purpose of this prior written notice is to inform you that we are:

- 1  proposing to 2  initiate  
 refusing  change  
*(Choose one)* *(Choose one)*

Mark all items below that apply:

- 3  referral  educational placement  
 initial evaluation  reevaluation  
 eligibility category  disciplinary action that is a change of placement  
 IEP  
 Other (specify): Section 504 evaluation

Description of the proposed or refused action:

The reason we are proposing or refusing to take action is:

Description of any other options considered and rejected:

The reason(s) we rejected those options was:

A description of each evaluation procedure, test, record, or report we used or plan to use as the basis for taking this action is as follows:

Any other factors that are relevant to the action:

The action will be initiated on \_\_\_\_\_  
Date

Your child has procedural protections under IDEA. These protections are explained in the *Notice of Procedural Safeguards for Special Education Students and Their Families*. If this prior written notice is given to you (1) as part of your child's initial referral for evaluation, (2) as part of a request for a reevaluation, or (3) as notice regarding disciplinary action that constitutes a change of placement, the procedural safeguards accompanies this notice. If a copy of the *Notice of Procedural Safeguards for Special Education Students and Their Families* is not enclosed and you would like a copy, or you would like help in understanding the content, please contact:

Hans Michielsen, Director, Special Services at 509 965 2080  
Name Phone number  
or at michielsenh@wvsd208.org  
e-mail address

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Hans Michielsen  
Director, Special Services