

Your Name  
Your Street Address  
Your City and State  
Your Phone Number

Date

Principal's Name  
School Name  
School Address

**Reference:** Student's Name  
**DOB:** Student's date of birth  
**Grade:** Enrolled grade

Dear Principal,

On (date), we discussed my child's (evaluation, eligibility, placement, IEP, services, etc.). I requested ( ) and was denied (or) I was told the school intends to ( ) but I have never received any information about this decision in writing. In accordance with the IDEA regulations, I am requesting prior written notice regarding (be very specific about the issue/decision you want the school to respond to. Bullet or number the items.)

According to the IDEA, at 34 CRF §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 of why the school proposes or refuses this action;
3. A description of any other options the school considered and the reasons 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 available to me under the law and a full explanation of the safeguards, and
7. Information on sources I can contact for help in understanding IDEA's regulations.

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

Sincerely,

Your name