# Prior Written Notice of Change of Placement in Special Education

(USBE Rules III.Q. and IV.C.)

District/School: Date of Notice:

Student Name: DOB: Grade:

Based on the student’s current IEP, the IEP Team proposes the following placement effective on[date]:

Regular class with provisions of supplementary services as outlined in the student’s IEP

Special class

Special school

Home instruction

Instruction in hospitals/institutions

Student is no longer eligible for services due to:

Graduation with a regular high school diploma

Reaching maximum age of eligibility (22 years)

This action is proposed because:

Describe each evaluation procedure, assessment, record, or report used as the basis for the proposed placement.

[ ]  See attached eligibility evaluation.

[ ]  Other:

Describe other options considered and the reasons why they were rejected:

Other factors relevant to this placement determination:

Parents and students who are adults must be provided prior written notice (PWN) in language understandable to the general public in their native language or other mode of communication before the LEA proposes or refuses to initiate or change the identification, evaluation, or educational placement of your student/you, or the provision of a free appropriate public education (FAPE) to your student/you.

The Procedural Safeguards under Part B of the Individuals with Disabilities Education Act (IDEA) afford you protection. If you do not have a copy, you may request one from the special education teacher. If you have any questions regarding this notice or the Procedural Safeguards, contact the principal/director or special education teacher.

Was a translator/interpreter provided to enable the parent(s)/student who is an adult to participate in the meeting?

No, translator/interpreter not needed

Yes (translator/interpreter should sign below as a participant)

[ ]  Your native language or other mode of communication is **not** a written language.

**Therefore:**

[ ]  The notice was translated orally or by other means in your native language or other mode of communication on[date]: by[person]: **AND**

[ ]  You verified with the translator/interpreter that you understand the content of this notice.

## Signatures Below Denote Participation in Placement Decision and Acknowledge Receipt of Copy

Special Education Professional Date Parent/Student who is an Adult Date

Signature/Title Date Signature/Title Date

Signature/Title Date Signature/Title Date

**Note:** If signature of parent or student who is an adult is missing, then parent or student who is an adult:

Did not attend (document efforts to involve); **OR**

Participated via telephone, video conference, or other means; **AND**

[ ]  Copy of this document was mailed to parent/student who is an adult on[date]: