NOTICE OF RECOMMENDED EDUCATIONAL PLACEMENT/PRIOR WRITTEN NOTICE (ANNOTATED) School Age

ANNOTATION:

The purpose of this notice is to summarize for the parents the recommendations of the Local Education Agency (LEA) for the child's educational program and other actions taken by the LEA.

Child's Name:

Date:

For LEA Use Only
Date of Receipt of Signed NOREP/PWN

_____

Name and Address of Parent/Guardian/Surrogate:

ANNOTATION:

For LEA Use Only Box: Record the business date this form is delivered to the LEA. This will act as documentation that the parent responded to the NOREP/PWN.

Dear ,

This is to notify you of the school's action regarding your child's educational program.

1. Type of action taken:
   - ☐ Proposes initial provision of special education and related services (For this action, the school may not proceed without your written consent in Section 8 of this document.)
   - ☐ Refusal to initiate an evaluation (Must issue *Procedural Safeguards Notice*)
   - ☐ Proposes to change the identification, evaluation or educational placement of the child or the provision of a free appropriate public education (FAPE)
   - ☐ Refusal to change the identification, evaluation or educational placement of the child or the provision of a free appropriate public education (FAPE)
   - ☐ Change of placement for disciplinary reasons (Must issue *Procedural Safeguards Notice*)
   - ☐ Due process hearing, or an expedited due process hearing, initiated by school/district Graduation from high school Exiting special education
   - ☐ Exiting high school due to exceeding the age eligibility for a free appropriate public education (FAPE)
   - ☐ Refusal to change the identification, evaluation or a free appropriate public education (FAPE) Extended School Year (ESY) services
   - ☐ Response to request for an independent educational evaluation (IEE) at public expense Other

ANNOTATION:

This is a list for the LEA to use to communicate to the parents the proposed actions to be taken. All actions listed require Prior Written Notice, except the first action, (i.e., *Proposes initial provision of special education and related services*), which requires parental consent. When selecting the first action, the LEA may not proceed without the written consent of the parents in Section 8 of this notice. An initial evaluation may NOT be conducted without parental permission. Permission is requested using the *Permission to Evaluate – Consent Form.* In the reevaluation process, if the parent requests additional data and the LEA disagrees with the request, the LEA would issue

A clarification has been added to remind the LEA that they must issue the *Procedural Safeguards Notice* for the following actions: *Refusal to initiate an evaluation;* and *Change of placement for disciplinary reasons*. the NOREP/PWN with an explanation of the reason for the refusal.

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

ANNOTATION:

This section provides the LEA an opportunity to describe to the parents the type of action proposed or refused in Section 1 of this notice.

3. An explanation of why the school/district proposed or refused to take the action:

ANNOTATION:

This section provides an explanation of the reasons why the above actions were proposed or refused. Following are some examples:

- Evaluation data indicate that the child does not meet the eligibility requirements as a child with a disability.
- Evaluation data and the child's performance indicate that the child has met exit criteria as determined by the IEP team and is no longer in need of specially designed instruction, and therefore no longer needs special education.
- The student will be graduating with a high school diploma.
- The LEA has conducted an evaluation and considers the data to be valid and comprehensive and therefore refuses to pay for an independent evaluation.

A description of other options that the IEP team considered and the reasons why those options were rejected. If the action proposed or refused is in regard to educational placement, options considered must begin with the general educational environment with supplementary aids and services (information about supplementary aids and services is available on the PaTTAN website at www.pattan.net):

Options Considered	Reason for Rejection

ANNOTATION:

This section explains to the parents the reasons why the options considered were not found to be appropriate. Following are some examples:

- Child does not need specially designed instruction to be successful in the general education curriculum.
- Results of the evaluation indicate that the child's needs can be met with supplemental support service.

Observations conducted during the reevaluation indicate that receiving itinerant support would not be sufficient to meet the child's needs.

4. A description of each evaluation procedure(s), assessment(s), record(s) or report(s) used as a basis for the proposed action or action refused:

ANNOTATION:

This section describes the evaluation procedure(s), assessment(s), record(s), or report(s) used as a basis for the action proposed or refused. Below are some examples of evaluation procedures/tools. However, this section also must contain a description of the procedures used.

- Response to Intervention (RtI)
- Progress monitoring data
- Curriculum-based assessment data
- Benchmark assessment data
- Oral reading fluency data
- Parent observations and data on behavior in the home
- Functional behavior assessment
- Assistive technology assessment
- Data from related service providers
- Informal behavior assessment
- Classroom observations and other observations
- Evaluation information provided by the parents
- Standardized assessments, including the PSSA and PASA
- Individual or group achievement assessments (may be state or nationally normed)
- Existing evaluation data (school reports)
- Vocational assessment
- Functional assessment(s) results
- Data from individual or group assessments of emotional, social, or behavioral functioning

5. A description of other factors that were relevant to the school's/district's proposal or refusal:

ANNOTATION:

This section describes other factors, if any, that were relevant to the proposed action or refusal. Following are some examples:

- Based on data collected on the child, the child demonstrates consistent behavioral difficulties during transitions between settings.
- Child is reading at grade level.
- Child has a medical condition that will require an extended absence from school.

6. The educational placement recommended for your child is: (State the type of supports, e.g., Itinerant Learning Support, Supplemental Autistic Support, Full-Time Emotional Support)

School District Superintendent/Designee Charter School CEO	Signature	Date

ANNOTATION:

This section informs the parents of the amount of special education supports and the type of special education supports that are being recommended. Following are the options available to the IEP team:

Amount of Special Education Supports*	Type of Special Education Supports**
Itinerant	Learning Support
Supplemental	Life Skills Support
Full Time	Emotional Support
	Deaf or Hard of Hearing Support
	Blind or Visually Impaired Support
	Speech and Language Support
	Physical Support
	Autistic Support
	Multiple Disabilities Support

* Select only one of the Amount of Special Education Supports
** Select one or more of the Type of Special Education Supports

You have rights and protections under the law described in the *Procedural Safeguards Notice*. If you need more information or want a copy of this notice, you may contact:

Name and Title: _____ Phone: _____

Email Address: _____

7. PARENTAL CONSENT

Directions for Parent/Guardian/Surrogate: Please check one of the options, sign this form, and return it within 10 calendar days. In circumstances when this form is NOT completed and parent consent is NOT required, the school will proceed as proposed after 10 calendar days.

☐ I request a meeting to discuss this recommendation with school personnel
☐ I approve this action/recommendation.
☐ I do not approve this action/recommendation.*
My reason for disapproval is**:**

I request: (Contact the Office for Dispute Resolution at 800-222-3353 for additional information)
☐ Mediation
☐ Due process hearing

*If you do not approve the action/recommendation(s), your child will remain in the current program/placement only if you request a due process hearing or mediation through the Office for Dispute Resolution. If you do not request Due Process or Mediation through the Office for Dispute Resolution, the LEA will implement the action/recommendation(s).

SIGN HERE:

Parent Signature Date Daytime Phone

ANNOTATION:

Parents are to select the appropriate option indicating their approval or disapproval of the proposed action.

If parents do not approve the recommendation, they should list the reason for disapproval. Parents always have the right to formally request one of the options listed below or they may prefer to work informally to reach agreement.

Mediation: IDEA 2004 revised several provisions of procedural safeguards. LEAs and parents should consult the *Procedural Safeguards Notice* for detailed information related to mediation.

Due Process Hearing: When a parent checks this box, the LEA has the obligation to provide the parent with the *Due Process Complaint Notice* form and the *Procedural Safeguards Notice*. A parent filing a due process complaint must provide a copy to the LEA and the Office for Dispute Resolution. LEAs and parents should consult the *Procedural Safeguards Notice* for detailed information related to due process hearings.

PLEASE RETURN THIS ENTIRE FORM TO:

Name:

Address:

Attached are local resources you can consult for additional information about the law and your rights.

For help in understanding this form, an annotated *NOREP/Prior Written Notice* form is available on the PaTTAN website at www.pattan.net Type "Annotated Forms" in the Search feature on the website.

APPENDIX A - RESOURCES

THE ARC OF PENNSYLVANIA
1007 Mumma Road, Suite 100
Lemoyne, PA 17043
717-234-2621
www.thearcpa.org

CONSULTLINE, A PARENT HELPLINE
800-879-2301
www.odr-pa.org
ConsultLine personnel are available to families and advocates of children with disabilities or children thought to be disabled to explain federal and state laws relating to special education; describe the options that are available; inform families of procedural safeguards; identify other agencies and support services; and describe available remedies and how families can proceed.

DISABILITY RIGHTS PENNSYLVANIA
301 Chestnut Street
Suite 300
Harrisburg, PA 17101
800-692-7443 (Toll-Free Voice)
877-375-7139 (TDD)
717-236-8110 (Voice)
833-699-2110 (Toll-Free Fax)
717-236-0192 (Fax)
www.disabilityrightspa.org

HISPANOS UNIDOS PARA NIÑOS EXCEPCIONALES (HUNE)
2215 North American Street
Philadelphia, PA 19133
215-425-6203
215-425-6204 (Fax)
contactus@huneinc.org
www.huneinc.org

MISSION EMPOWER
1611 Peach Street, Suite 120
Erie, PA 16501
814-825-0788
844-370-1529 (Toll-Free)
info@missionempower.org
www.missionempower.org

OFFICE FOR DISPUTE RESOLUTION
6340 Flank Drive
Harrisburg, PA 17112-2764
717-901-2145 (Phone)
800-222-3353 (Toll free)
www.odr-pa.org
The Office for Dispute Resolution administers the mediation and due process systems statewide, and provides training and services regarding alternative dispute resolution methods.

PARENT EDUCATION AND ADVOCACY LEADERSHIP CENTER (PEAL)
1001 Liberty Avenue, 5th Floor
Pittsburgh, PA 15222
412-281-4404
412-281-4408 (Fax)
520 N Christopher Columbus Blvd., Suite 602
Philadelphia, PA 19123
215-567-6143
866-950-1040 (Toll Free)
info@pealcenter.org
www.pealcenter.org

PUBLIC INTEREST LAW CENTER OF PHILADELPHIA
Two Penn Center
1500 JFK Boulevard, Suite 802
Philadelphia PA 19102
215-627-7100
https://pubintlaw.org/

PENNSYLVANIA BAR ASSOCIATION
100 South Street
Harrisburg, PA 17101
800-932-0311
www.pabar.org

THE PENNSYLVANIA TRAINING AND TECHNICAL ASSISTANCE NETWORK (PaTTAN)
Central: 800-360-7282
East: 800-441-3215
West: 800-446-5607
www.pattan.net

STATE TASK FORCE ON THE RIGHT TO EDUCATION
6340 Flank Drive
Harrisburg, PA 17112
800-360-7282
https://www.pattan.net