

**ANNOTATED
NOTICE OF RECOMMENDED EDUCATIONAL
PLACEMENT/PRIOR WRITTEN NOTICE (NOREP/PWN)**

Early Intervention

Child's Name _____

Date of Birth _____

Date Sent:

*For Use by Preschool Early
Intervention Program Only*

Name and Address of Parent/Guardian/Surrogate:

Date of Receipt of Signed
NOREP/PWN

Dear

This notice summarizes recommendations for your child's Preschool Early Intervention program.

1. Type of action proposed:

- A. ☐ Your child should begin to receive Preschool Early Intervention services as shown in the Individualized Education Program (IEP). **(For this action, the Preschool Early Intervention program may not proceed without your written consent in Section 8 of this document.)**

ANNOTATION: Check A if the child is newly identified and meets the eligibility requirements for Early Intervention services and supports. A is usually following an initial evaluation.

- B. ☐ Your child is not eligible for Early Intervention services.

ANNOTATION: Check B if the child was evaluated but did not meet the eligibility requirements for Early Intervention services and supports.

- C. ☐ Declined to initiate an evaluation (Must issue *Procedural Safeguards Notice*)

ANNOTATION: Check C if the Preschool Early Intervention program is declining to initiate an evaluation requested by child's parent. **The local Preschool EI program representative should highlight Section B: What is Prior Written Notice within the Procedural Safeguard Notice to help parents understand the content.**

- D. ☐ Change the
☐ Identification

ANNOTATION: Check here if the Preschool Early Intervention program is proposing to change the child's identification as eligible or if the child's disability category has changed.

☐ Evaluation

ANNOTATION: Check here if the Preschool Early Intervention program is proposing to change an evaluation report.

☐ Educational placement of the child, or

ANNOTATION: Check here if the Preschool Early Intervention program is proposing to change the child's recommended placement location.

☐ Provision of a free appropriate public education (FAPE)

ANNOTATION: Check here if the Preschool Early Intervention program is proposing to change the way a child's FAPE is addressed; for example, changes in the services or changes in the IEP that do not involve changes in location.

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- E. ☐ Declined to change the
☐ Identification

ANNOTATION: Check here if the Preschool Early Intervention program is **declining** to change the child's identification as eligible or the child's disability category.

- ☐ Evaluation

ANNOTATION: Check here if the Preschool Early Intervention program is **declining** to change an evaluation report.

- ☐ Educational placement of the child, or

ANNOTATION: Check here if the Preschool Early Intervention program is **declining** to change the child's recommended placement location.

- ☐ Provision of a free appropriate public education (FAPE)

ANNOTATION: Check here if the Preschool Early Intervention program is **declining** to change the way a child's FAPE is addressed; for example, changes in the services or changes in the IEP that do not involve change in location.

- F. ☐ Due process hearing, or an expedited due process hearing, initiated by the Preschool Early Intervention program (Must issue *Procedural Safeguards Notice*)

ANNOTATION: Check here if the Preschool Early Intervention program is initiating a due process hearing or expedited due process hearing.

- G. ☐ All Early Intervention services provided by the Preschool Early Intervention program will be discontinued by the beginning of the coming school year. At that time, the education program and services will become the responsibility of the school district. You will be provided assistance with this transition.

ANNOTATION: Check G if the child is transitioning to school-age.

- H. ☐ Your child is no longer in need of Early Intervention services because (s)he has met exit criteria. We recommend current Early Intervention services be discontinued. The Preschool Early Intervention program will proceed with this change unless you notify us of your written disapproval.

ANNOTATION: Check H if the child has functioned within the range of typical development for 4 months, with an IEP, and support for exiting was provided by the IEP team.

- I. ☐ Services during scheduled breaks

ANNOTATION: Check I if the IEP is being changed to address services during scheduled breaks. The IEP team must consider all available data and observations of the child in order to determine whether some level of service should be provided during the break period for maintenance of skills. If the parent does not agree, E above would be checked.

- J. ☐ Response to request for an independent educational evaluation at public expense

ANNOTATION: Check J if the Preschool Early Intervention program is responding to a request for an independent educational evaluation at public expense.

- K. ☐ Other

ANNOTATION: Check K for situations not covered by options listed above, for example, if the parent/guardian withdrew the child, compensatory education plan, etc.

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2. A description of the action proposed or declined by the Preschool Early Intervention program:

ANNOTATION: List the proposed action or the action declined by the Preschool Early Intervention program as checked above.

3. An explanation of why the Preschool Early Intervention program proposed or declined to take the action:

ANNOTATION: Describe the reason(s) the Preschool Early Intervention program has proposed or declined the action as checked above. Be specific about the reasons, citing information from the evaluation report, the IEP, current data, or observations.

Proposed/Declined Action	Reason

4. A description of other options that the IEP team considered and the reasons why those options were not chosen. If the action proposed or declined is regarding educational placement, options considered must begin with the least restrictive environment.

ANNOTATION: For initial and annual IEPs, the team **must** discuss and consider providing Early Intervention services in the least restrictive environment and **must** be specific with the reason for any option not chosen. Please note the educational placement options are the following: Early Childhood Environment, Home Environment, Early Childhood Special Education Environment, Service at Provider Location, Specialized Environment (Approved Private School), Specialized Environment (Residential School/Facility).

Educational Placement Options Considered	Reason Educational Placement Not Chosen

5. A description of each evaluation procedure, assessment, record or report used as a basis for the proposed action or action declined:

ANNOTATION: List the evaluation components and/or other information and activities (such as observation, parent interviews, health assessments or outside evaluations, consultation with the early childhood teacher, etc.) that were reviewed in order to make the proposed or declined action.

6. A description of other factors that were relevant to the Preschool Early Intervention program's proposal or declined action:

ANNOTATION: Describe in detail any relevant issues, factors or concerns underlying the Preschool Early Intervention program's proposed or declined action. This may include review of progress monitoring, IEP review, IEP update, augmentative/alternative communication (AAC) information, etc.

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7. The educational placement recommended for your child is:

ANNOTATION: List the educational placement where services will be provided using the following options: Early Childhood Environment, Home Environment, Early Childhood Special Education Environment, Service at Provider Location, Specialized Environment (Approved Private School), Specialized Environment (Residential School/Facility).

EARLY CHILDHOOD ENVIRONMENT (ECE) – Services provided in a typical preschool program with non-eligible young children such as Head Start, Pre-K Counts, child care, private academic preschools.

HOME ENVIRONMENT – Services provided in the principal residence of the child's family or caregivers.

EARLY CHILDHOOD SPECIAL EDUCATION ENVIRONMENT (ECSE) – Services provided in a special education preschool program funded by the Early Intervention agency.

SERVICE AT PROVIDER LOCATION – Services provided at a provider office, IU or school district building or like outpatient services or other location for a short period of time (no more than 3 hours per week). These services may be provided individually or to a small group of children with disabilities.

SPECIALIZED ENVIRONMENT – APPROVED PRIVATE SCHOOL – Services provided in an educational program designed primarily for children with disabilities.

SPECIALIZED ENVIRONMENT – RESIDENTIAL SCHOOL/FACILITY – Services provided in a residential facility where the child lives. The residential facility is designed primarily for children with disabilities.

Chief Executive Officer/Designee of Preschool
Early Intervention Program (typed)

Signature

Date

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

Name: _____ Phone: _____

Position: _____ Email: _____

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8. PARENTAL CONSENT

Directions for Parent/Guardian/Surrogate: Please check one of the options, sign this form, and return it within 10 calendar days. If this is your child's initial IEP, the Preschool Early Intervention program may not implement the IEP without your consent below. In the circumstances when this form is NOT completed, and parent consent is NOT required, the Preschool Early Intervention program will proceed as proposed after 10 calendar days.

If you **do not** approve the recommendation(s), your child will remain in the current program/ placement **ONLY** if you request a due process hearing or mediation. This includes transition from Infant/Toddler Early Intervention. Due process hearing or mediation forms can be obtained from the Office for Dispute Resolution (ODR). Contact information for ODR is: 800-222-3353 or <https://odr-pa.org>

- ☐ I approve this recommendation.
☐ I **DO NOT** approve this recommendation. My reason for disapproval is:

I request: (The Preschool Early Intervention program will provide additional information on any request below for mediation or due process hearing.)

- ☐ An informal meeting to discuss this recommendation with the Preschool Early Intervention program
☐ Mediation
☐ Due process hearing

ANNOTATION: For an explanation of mediation or due process hearing, please refer to the Procedural Safeguards Notice provided to parents, or you may find online at www.pattan.net

In addition to members of the child's IEP team, I/we authorize the following to receive a copy of the ER and IEP:

Name/Agency	Address	In its entirety or only certain sections?

SIGN HERE:

Parent's Signature

Date

Daytime Phone

PLEASE RETURN THIS ENTIRE FORM TO:

Name:

Address:

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

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RESOURCES FOR PARENTS

**Disabilities Rights Network of Pennsylvania
(DRN)**

800-692-7443 (Harrisburg)
215-238-8070 (Philadelphia)
412-391-5225 (Pittsburgh)
Email: intake@drnpa.org
www.drnpa.org

Education Law Center

215-238-6970 (Philadelphia)
412-258-2120 (Pittsburgh)
www.elc-pa.org

**Hispanos Unidos para Ninos Excepcionales (HUNE)
Hispanics United for Exceptional Children**

215-425-6203 (Voice)
www.huneinc.org

Mission Empower

844-370-1529
Email: advocate@missionempower.org
www.missionempower.org

**Office of Child Development and Early Learning
(OCDEL)**

**Bureau of Early Intervention Services and Family
Supports (BEIS/FS)**

717-346-9320
Email: RA-ocdintervention@pa.gov
www.education.pa.gov (click on Early Learning then Early
Intervention)

**Parent Education and Advocacy Leadership (PEAL)
Center**

866-950-1040 (Toll-Free)
412-281-4404 (Voice) / 412-281-4409 (TTY)
Email: info@peal.org
www.pealcenter.org

Pennsylvania Office for Dispute Resolution (ODR)

800-222-3353
Email: odr@odr-pa.org

**Pennsylvania Training and Technical Assistance
(PaTTAN)**

Early Intervention Technical Assistance (EITA)
PaTTAN Harrisburg 800-360-7282 or 717-541-4960
PaTTAN East 800-441-3215 or 610-265-7321
PaTTAN Pittsburgh 800-446-5607 or 412-826-2336
www.pattan.net