



# Ionia County Intermediate School District

2191 Harwood Road • Ionia, Michigan 48846  
Phone (616) 527-4900 • Fax (616) 527-4731  
[www.ioniaisd.org](http://www.ioniaisd.org)

## PRIOR WRITTEN NOTICE

Date of Meeting: \_\_\_\_\_

Student: \_\_\_\_\_ DOB: \_\_\_\_\_ District/School: \_\_\_\_\_

**Description:** Under 34 CFR §300.503(a), the school district must give written notice (information received in writing) whenever the school district:

- 1) Proposes to begin or change the identification, evaluation, or educational placement of your child or the provision of a free and appropriate public education (FAPE) to your child; or
- 2) Refuses to begin or change the identification, evaluation, or educational placement of your child or the provision of FAPE to your child.

### PRIOR WRITTEN NOTICE UNDER PART B OF THE IDEA

1) Description of the action the school district proposes or refuses to take:

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2) Explanation of why the school district is proposing or refusing to execute the described action (including a description of any evaluations, assessments, records, and/or reports used in determining this factor. Attach additional documents, information, etc.):

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3) List any other choices the Individualized Education Program (IEP) Team considered and the reasons why they were rejected:

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#### Parent Resources:

- Michigan Department of Education-Office of Special Education-Early Intervention Services: 517-373-3324
- Michigan Protection & Advocacy Service: 800-288-5923
- A copy of the Procedural Safeguards are available via the Ionia County ISD: 616-527-4900

### PARTICIPANT SIGNATURES

Administrative Designee: \_\_\_\_\_ General Ed. Teacher: \_\_\_\_\_

Eval Team Rep: \_\_\_\_\_ Spec. Ed. Teacher: \_\_\_\_\_

Student (if appropriate): \_\_\_\_\_ Spec. Ed. Provider: \_\_\_\_\_

Public Agency Rep: \_\_\_\_\_ Other: \_\_\_\_\_

### PARENT/GUARDIAN/STUDENT: RECEIPT OF PRIOR WRITTEN NOTICE

By signing this document, the parent/guardian and/or student (when appropriate), acknowledges that they have received a copy of this prior written notice:

Parent/Guardian/Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian/Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_