

**Prior Written Notice  
(Notice of Recommendation)**

Date: March 2, 2010

Mr. and Mrs. George Harrington  
55 Chestnut Street  
Anytown, NY 45678

Dear Parent or Guardian of Barbara Harrington

Student's DOB: 1/2/92 Local ID Number: 12345

The purpose of this notice is to inform you, in writing, of the school district's recommendation(s) regarding the identification, evaluation, educational placement and/or provision of special education services to your child.

**SUBJECT OF THIS NOTICE:**      Reevaluation

**DESCRIPTION OF ACTION PROPOSED OR REFUSED:**

The Committee proposes to conduct a three-year reevaluation to determine if Barbara continues to need special education services and, if so, to develop an individualized education program (IEP) that describes the special education services she will receive.

**EXPLANATION OF WHY THE ACTION IS PROPOSED OR REFUSED:**

Federal and State law require that an individual evaluation of your child's special education needs be conducted at least once every three years to determine continuing eligibility for special education services and, as appropriate, the contents of the individualized education program (IEP). Barbara's last individual evaluation was conducted in May of 2007.

**DESCRIPTION OF EACH EVALUATION PROCEDURE, ASSESSMENT, RECORD, OR REPORT USED IN THE DECISION TO PROPOSE OR REFUSE THE ACTION:**

Summary report of Barbara's 2007 reevaluation – May 2007  
Functional behavioral assessment – April 2008  
IEP for the 2009-10 school year and related progress reports  
Classroom observations – May 2008, May 2009

The Committee reviewed the above existing evaluation information to determine what, if any new assessments need to be conducted as part of the reevaluation and these assessments were discussed with you in a telephone conversation on February 2, 2010.

**FOR AN INITIAL OR REEVALUATION - DESCRIPTION OF THE PROPOSED INITIAL OR REEVALUATION AND THE USES TO BE MADE OF THE INFORMATION:**

Psychological assessment  
Speech and language assessment  
Classroom observation  
A review of the Functional Behavioral Assessment conducted in April 2008 and progress reports on the implementation of the behavioral intervention plan

Information gathered as part of the reevaluation will assist the Committee in determining Barbara's individual needs, educational progress and achievement, ability to participate in instructional programs in general education and her continuing eligibility for special education services.

**DESCRIPTION OF ANY OTHER OPTIONS CONSIDERED AND THE REASONS WHY THOSE OPTIONS WERE REJECTED:**

The group that reviewed existing evaluation information, in consultation with the parent, determined that a new functional behavioral assessment is not needed, but rather the Committee would consider the results of the functional behavioral assessment conducted in April 2008 in conjunction with progress reports from the behavioral intervention plan as part of the reevaluation,

**DESCRIPTION OF OTHER FACTORS THAT ARE RELEVANT TO THE PROPOSED OR REFUSED ACTION:**

None

**YOU HAVE PROTECTION UNDER THE PROCEDURAL SAFEGUARDS OF THE REGULATIONS OF THE COMMISSIONER OF EDUCATION.**

A copy of the Procedural Safeguards Notice may be obtained by: contacting the school district at (480) 555-2315 and asking for Bob Smith.

**SOURCES YOU MAY CONTACT TO OBTAIN ASSISTANCE IN UNDERSTANDING THE SPECIAL EDUCATION PROCESS:**

- Alyson Smith, ABCD Parent Center (123) 456-7890.
- Dr. Jones, Director of Special Education 555-2315

**ADDITIONAL INFORMATION RELATED TO THE SUBJECT OF THE NOTICE:**

Your written consent to the proposed reevaluation is requested and a consent form is enclosed. You may also submit evaluation information which will be considered by the Committee as part of the reevaluation.

You have the right to address the Committee, either in person or in writing, on the appropriateness of the Committee's recommendations. If you have any questions or would like to request a meeting to further discuss information contained in this notice, please contact Bob Smith at 555-2315.

Sincerely,

Dr. Karen Jones  
Director of Special Education Services

Enclosures:

Parent consent form