

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

Date: April 15, 2010

Mr. and Mrs. Luis Jones
123 Main Street
Anytown, NY 45670

Dear Parent or Guardian of Luis Jones Jr.

Student's DOB: 3/23/2006

Local ID Number: 23456

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: Changes to special education programs and services

DESCRIPTION OF ACTION PROPOSED OR REFUSED:

The Committee on Preschool Special Education (CPSE) proposes to change Luis' special education program and services in order to implement the individualized education program (IEP) (enclosed) developed by the CPSE at his April 7, 2010 annual review. Proposed changes to the special education services Luis will receive include:

- moving from a full day special class in an integrated setting (SCIS) to a half day program;
- increasing the frequency of Occupational Therapy (OT) from once a week for 30 minutes to two 30 minute sessions weekly; and
- providing OT once a week for six weeks during the months of July and August. This will be the first time Luis will receive services during the summer months.

EXPLANATION OF WHY THE ACTION IS PROPOSED OR REFUSED:

The CPSE determined that Luis met his annual goals relating to positive peer interaction and that a full day SCIS was no longer required.

The CPSE determined that Luis was not making sufficient progress to meet his annual goals to address fine motor skills and that an additional weekly session of OT be added. To prevent substantial regression in his fine motor skill development, the CPSE recommends that Luis receive OT during July / August.

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

Summary of most recent OT progress notes – March 2010
Luis' IEP for the 2009-10 school year and related progress reports
Two classroom observations documenting social interaction–March 2010
Concerns of the parent expressed in a phone meeting between the Occupational Therapist and Mrs. Jones in a telephone meeting (2/12/10) regarding Luis' motor skills and social interaction at home.

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

Not applicable

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

The CPSE considered continuing Luis in a full day SCIS, but determined, based on Luis' improved interaction with peers, that a full day SCIS program is not needed. The CPSE considered providing related services only, but determined that Luis would benefit from continued structured interaction opportunities with other children to continue his social skill development. Additionally, the SCIS setting allows Luis opportunities to practice his developing motor skills in a structured setting.

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

Luis also has the opportunity to participate in a play group outside of a preschool setting twice a week, which will also foster and support emerging social skills.

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

A copy of the Procedural Safeguards Notice is enclosed.

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

Constance Mercato, CPSE chairperson (123-4567)

Early Childhood Direction Center, 789-1234

Hudson Valley Special Education Parent Center at Westchester Institute for Human Development
914-493-7665

ADDITIONAL INFORMATION RELATED TO THE SUBJECT OF THE NOTICE:

Your written consent is requested to provide special education services/programs during July and August to your child and a consent form is enclosed.

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 Constance Mercato at 123-4567.

Sincerely,

Laura Bridgewater
Director of Special Education Services

Enclosures:

Parent consent form
Procedural Safeguards Notice
Individualized Education Program (IEP)