**INFORMATION TO ASSIST SCHOOL DISTRICTS TO COMPLETE THE**

**PRIOR WRITTEN NOTICE (NOTICE OF RECOMMENDATION) FORM**

**Subject of the Notice**

The form prompts the school district to select the subject of the Prior Written Notice. The form includes drop-down selections and text fields to enter other subjects. It is likely that the subject of the notice might include multiple subjects.

**Description of Action Proposed or Refused**

In this section, the district should identify the specific actions proposed and/or refused. Attachment 4 provides examples of proposed or refused actions that would be provided in this section of the notice.

**Explanation of Why the Action is Proposed or Refused**

In this section, the district must provide the reasons why the action(s) is proposed or refused. Attachment 4 provides examples.

**For an Initial or Reevaluation - Description of the Proposed Initial or Reevaluation and the Uses to be Made of the Information**

Before a school district initiates an initial or reevaluation of a student, it must provide the parent(s) with prior written notice and describe the proposed evaluation and the uses to be made of the information. If the district is proposing to base its initial or reevaluation on existing information, the form must still identify the evaluations to be considered as part of the evaluation. In describing the proposed evaluation, the district can identify the type of assessment (e.g., language assessment, psychological assessment, etc.), without identifying the specific test(s) (e.g., Vineland Social Emotional Early Childhood Scale) to be used as part of those assessments. Attachment 4 provides examples.

**Description of Any Other Options Considered and the Reasons Why Those Options were Rejected:**

In proposing or refusing actions, the district must describe other options considered and the reasons why those options were rejected. For placement recommendations, for example, this is the section of the notice that would describe the other less restrictive environment placements considered. If there were no other options considered, the form should so indicate. Attachment 4 provides examples.

**Description of Other Factors that are Relevant to the Proposed or Refused Action:**

In proposing or refusing an action, there may be other factors relevant to the recommendation. This is the section of the form where those factors would be described. If there are no other relevant factors to the proposed or refused action, the form should so indicate. Attachment 4 provides examples.

**Statement that the Parent(s) Has Protection under the Procedural Safeguards of the Regulations of the Commissioner of Education**

Each prior written notice must inform the parent(s) of their procedural safeguard rights. If the prior written notice is being provided upon initial referral of the child for an individual evaluation, a copy of the Procedural Safeguards Notice must be provided to the parent. In this case, the following should be checked:

[x]  A copy of the Procedural Safeguards Notice is enclosed.

For all other prior written notices, the notice must describe how the parent can obtain a copy of the Procedural Safeguards Notice.

[x]  A copy of the Procedural Safeguards Notice may be obtained by: Contact Mrs. Jones in the CSE Office by calling 518-XXX-1234

**Sources the Parent May Contact to Obtain Assistance in Understanding the Special Education Process**

Each prior written notice to the parent(s) must identify the sources the parent(s) may contact to obtain assistance in understanding the special education process. While documents and web sites often provide useful information for parents to assist them in understanding the special education process, this requirement specifically requires that the district identify sources for the parent(s) to contact. Therefore, names of individuals or agencies should be specifically noted. More than one source should be indicated. Attachment 4 provides examples.

**Additional Information Related to the Subject of the Notice and Enclosures**

As part of the Notice of Recommendation form, for certain recommendations, a district must include additional information required by law and regulation that is not pre-printed on the State’s Model form. In addition, certain information must be provided to the parent(s) at the same time prior notice is given to the parent(s).

The following information (presented separately for preschool students and school-age students) is provided to assist the district to insert additional required information related to the subject of the notice as applicable for a student and to provide the appropriate enclosures with the notice. If the subject of the notice does not require any of the following information, indicate “none” or “not applicable” in the "Additional Information Related to the Subject of the Notice" text box on the Notice of Recommendation.

Nothing in this attachment should be construed to mean that the school district could not add other information in the "Additional Information Related to the Subject of the Notice" section of prior notice in addition to the information noted below.

**FOR PRESCHOOL STUDENTS**

**INITIAL EVALUATION**

**Additional information related to the subject of the notice:**

您需要提交对所建议的初步评估的书面同意书并附上同意表。您有权同意或反对针对您孩子的初步评估。

您必须选择一项学前计划以对您孩子进行初步评估。附件中是描述已获得评估资格的学前计划的清单和您需要遵循的程序以在纽约州法律规定的时间范围内为您的孩子选择一项评估计划。

您还需要提交委员会认为是初步评估所需内容的评估信息。

**Enclosures:**

• Parent consent form

• Procedural Safeguards Notice

• List of approved evaluators

• Procedures to select an approved evaluator

**INITIAL EVALUATION BASED ON EXISTING EVALUATION INFORMATION ONLY**

***If, in the review of existing evaluation information, a determination is made that no additional data are needed******to determine the student's initial eligibility for special education services, the following statement must also be included in the prior written notice:***

**Additional information related to the subject of the notice:**

不需要额外的测试或评定来评判您的孩子是否具有特殊教育的初步资格。原因如上所述。因此，您有权要求另一项评估以评判您孩子的特殊教育和教育需求的初步资格。

您可能还需要提交委员会认为是初步评估所需内容的评估信息。

**Enclosure:** Procedural Safeguards Notice

**REEVALUATION**

**Additional information related to the subject of the notice:**

您需要提交对所建议的重新评估的书面同意书并附上同意表。

您可能还需要提交委员会认为是重新评估所需内容的评估信息。

您必须选择一项学前计划对您孩子进行重新评估。附件中是描述已获得评估资格的学前计划的清单和您需要遵循的程序以在纽约州法律规定的时间范围内为您的孩子选择一项评估计划。

**Enclosures:**

• Parent consent form

• List of approved evaluators

• Procedures to select an approved evaluator

**REEVALUATION BASED ON EXISTING EVALUATION INFORMATION ONLY**

***If, in the review of existing evaluation information, a determination is made that no additional data are needed******to determine the student's continued eligibility for special education services, the following statement must also be included in the prior written notice:***

**Additional information related to the subject of the notice:**

不需要额外的测试或评定来评判您的孩子是否具有特殊教育的初步资格。原因如上所述。因此，您有权要求另一项评估以评判您孩子有继续接受特殊教育的资格和持续的教育需求。

您还需要提交委员会认为是重新评估所需内容的评估信息。

**INITIAL PROVISION OF SPECIAL EDUCATION SERVICES**

**Additional information related to the subject of the notice:**

您需要提交您孩子接受的特殊教育服务的书面同意书并附上同意表。您有权同意或反对针对您孩子的特殊教育服务的初步规定。如果您未提交特殊教育服务初步规定的书面同意书，委员会将不会采取任何行动。

**Enclosure:** Parent consent form

**INITIAL PROVISION OF SPECIAL EDUCATION SERVICES DURING THE MONTHS OF JULY AND AUGUST**

**Additional information related to the subject of the notice:**

您需要提交对您小孩在七月和八月期间接受的特殊教育服务/计划的书面同意书并附上同意表。

**Enclosure:** Parent consent form

**FOR SCHOOL-AGE STUDENTS**

**INITIAL EVALUATION**

**Additional information related to the subject of the notice:**

您需要提交对建议的初步评估的书面同意书并附上同意表。

您还需要提交委员会认为是重新初步评估所需内容的评估信息。

**Enclosure:**

• Parent consent form

• Procedural Safeguards Notice

**INITIAL EVALUATION BASED ON EXISTING EVALUATION INFORMATION ONLY**

***If, in the review of existing evaluation information, a determination is made that no additional data are needed******to determine the student's initial eligibility for special education services, the following statement must also be included in the prior written notice:***

**Additional information related to the subject of the notice:**

不需要额外的测试或评定来评判您的孩子是否具有特殊教育的初步资格。原因如上所述。因此，您有权要求另一项评估以评判您孩子的特殊教育和教育需求的初步资格。

您还需要提交委员会认为是重新初步评估所需内容的评估信息。

**Enclosure:** Procedural Safeguards Notice

**REEVALUATION**

**Additional information related to the subject of the notice:**

您需要提交对建议的重新评估的书面同意书并附上同意表。

您还需要提交委员会认为是重新初步评估所需内容的评估信息。

**Enclosure:** Parent consent form

**REEVALUATION BASED ON EXISTING EVALUATION INFORMATION ONLY**

***If, in the review of existing evaluation information, a determination is made that no additional data are needed******to determine the student's continued eligibility for special education services, the following statement must also be included in the prior written notice:***

**Additional information related to the subject of the notice:**

不需要额外的测试或评定来评判您的孩子是否具有继续接受特殊教育的资格。原因如上所述。因此，您有权要求另一项评估以评判您孩子继续接受特殊教育的资格和持续的特殊教育需求。

您还需要提交委员会认为是重新初步评估所需内容的评估信息。

**INITIAL PROVISION OF SPECIAL EDUCATION SERVICES**

**Additional information related to the subject of the notice:**

您需要提交对您小孩接受的特殊教育服务的书面同意书并附上同意表。

**Enclosure:** Parent consent form

**INITIAL PROVISION OF SPECIAL EDUCATION SERVICES DURING THE MONTHS OF JULY AND AUGUST**

**Additional information related to the subject of the notice:**

您需要提交对您小孩在七月和八月期间接受的特殊教育服务/计划的书面同意书并附上同意表。

**Enclosure:** Parent consent form

**DECLASSIFICATION RECOMMENDATION**

If the student is recommended to receive declassification support services:

**Additional information related to the subject of the notice:**

您的孩子和/或孩子的老师将获得以下教育过渡支持服务，时间长达一年。

**STUDENT’S RECEIPT OF A SKILLS AND ACHIEVEMENT COMMENCEMENT CREDENTIAL**

**OR**

**STUDENT’S RECEIPT OF A NEW YORK STATE CAREER DEVELOPMENT AND OCCUPATIONAL STUDIES COMMENCEMENT CREDENTIAL**

**Additional information related to the subject of the notice:**

您的孩子将在年满 21 岁的学年结束后或获得常规（本地或初级）高等学校毕业文凭（取二者中较早时间）后有资格继续接受免费的适当公共教育。

**STUDENT’S GRADUATION WITH A LOCAL HIGH SCHOOL OR REGENTS DIPLOMA**

**Additional information related to the subject of the notice:**

您的孩子在获得当地或高中毕业文凭后没有资格接受免费的适当公共教育。