

# School District Letterhead

To: [Name of Parent, Guardian, Educational Surrogate Parent, Student 18 and over]

Re: [Name of Student and other identifying information (i.e. DOB, ID#)]

Subject: **The school district does not intend to act:** [Check all that apply.]

- Finding of No Eligibility
- Refusal of Requested Services
- Other: \_\_\_\_\_  
[Please specify.]

Notice Date: [Date notice is to be mailed.]

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The school district has recently discussed this student with you. We now write to tell you of our intention not to act on a request. We have described our reasons for refusing on page two of this memo.

As you know, special education regulations provide protection to you and your child. You will find specific information about your legal rights in the *Notice of Procedural Safeguards*, including sources that you may contact for help in understanding your rights. You should have received this brochure prior to the initial evaluation. If you would like another copy, please contact the school district staff. You should carefully review this brochure and the enclosed material.

The school district staff is available to speak to you or meet with you about your rights and the school district's refusal to act. We strongly encourage you to call us if you have any questions. Please contact us through the district contact person listed below. Thank you.

**District Contact Person:** [Name and Role]

**Contact Information:** [Address, Telephone Number, Fax Number and Email Address (if not on letterhead)]

Enclosures:

Other: [specify]

Re: *[Name of Student and other necessary identifying information]*

Notice Date: *[Date from page 1]*

***Directions to School Staff:***

*This notice must be sent to parents in their native language or other mode of communication used by the parent. School districts must ensure that parents understand the content of this notice. (Federal Regulation §300.503)*

*Describe any refusal to initiate or change the identification, evaluation, educational placement or the provision of special education services by answering the following questions:*

- 1. What action is the school district refusing to take?*
- 2. Why is the school district refusing to act?*
- 3. What rejected options were considered and why was each option rejected?*
- 4. What evaluation procedure, test, record or report was used as a basis for the refusal to act?*
- 5. What other factors were relevant to the school district's decision?*
- 6. What next steps, if any, are recommended?*

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**Narrative Description of School District Refusal To Act**