



Written Notice

Maine Unified Special Education Regulations (MUSER) Appendix I, 34 CFR 300.503

Date Sent to Parent:	10/30/2020		SAU:	Brunswick School Dept.
Child's Name:	Ernest Yates		School:	Brunswick High School
Date of Birth:	XX/XX/XXXX	Grade : 9	School Phone:	207-319-1910
Parent/Guardian Name:	Jess Yates		School Address:	116 Maquoit Road
Parent/Guardian Address:	123 ABC Ave.		City, State Zip:	Brunswick, ME 04011
Parent/Guardian City, State Zip:	Brunswick, ME 04011		School Contact:	Larry Tucker

Date of Team Meeting:		Date amended IEP/IFSP sent, if parent requested a copy:	
Date of agreement for amendment without Team meeting:	10/30/2020		

Written Notice must be given in accordance with MUSER Appendix 1, 34 CFR 300.503 for:

- ☐ Initial referral/eligibility(MUSER IV.2.D)
- ☐ Annual review and other IEP program/placement changes including graduation and revocation of consent for continued placement(MUSER XV)
- ☐ IFSP annual or 6 month review (MUSER VI.1.B.)
- ☐ Evaluation/re-evaluation (MUSER V.1.A (4)(i) & V.3.D.)
- ☒ Post-secondary goals and transition services(MUSER IX.3.A(1)(h))
- ☐ Transfer student(MUSER IX.3.B(5)(a)(i)and (ii))
- ☐ CDS/public school transition(MUSER VI.2.C(2))
- ☐ Transition from Part C to Part B(MUSER VI.2.C(1))
- ☐ Consent for Initial Placement(MUSER V.1.A(4)(a)(ii))
- ☒ Amendments after the annual IEP meeting(MUSER IX.3.C(4))
- ☒ Other (e.g., MUSER IX.1.B or MUSER IX.3.D(1)(a))

Paperwork Error

[Reminder: per LD 489, the Individualized Education Program (IEP) Team for children identified under 619 must make a determination about extended school year (ESY) services at every IEP Team meeting; the IEP Team may make a determination about ESY services based on available data, including information

about a child's disability, even if an interruption in service has not occurred; and, in accordance with the federal Individuals with Disabilities Education Act of 2004, 20 United States Code, sections 1400 to 1485 (2008), a regional site may not unilaterally limit the duration of ESY services.]

Dear **Ms. Jess Yates**,

At least 7 days prior to the date upon which the school unit proposes or refuses to initiate or change the identification, evaluation or educational placement or provision of early intervention services for your child age birth to 2 years, or a free appropriate public education (FAPE) to your child age 3 through 20 years, you must be provided the following notice (MUSER Appendix 1, 34 CFR 300.503):

1. Describe the action(s) regarding the referral, evaluation, identification, programming or placement proposed or refused by the SAU:

A. The SAU proposes that Section 7: Special Education and Related Services of Ernest's IEP be amended to reflect the following:

- **Change start date of social work services from 9/15/2020 to 9/30/2020.**

B. The SAU proposes that the IEP amendment will become effective as of the date of this written notice, 10/30/20.

2. Explain why the SAU is proposing or refusing to take the above action(s):

A. In a recent review of Ernest's IEP, Ernest's special education case manager determined that Ernest's IEP contained a paperwork error. The proposed amendment, therefore, addresses the paperwork error associated with the fact that the incorrect day was listed as the start date of Ernest's social work services.

B. Ernest's parent was contacted by phone in regards to the paperwork error, verbally waived her right to seven days prior written notice of the proposed change, and granted her permission for the amendment to become effective immediately.

3. Describe each evaluation procedure, assessment, record or report the SAU used as a basis for the proposed or refused action(s):

The document used as a basis for the proposed amendment was Ernest's IEP dated 9/15/2020 – 9/14/2021.

Upon review of Ernest's IEP, his special education case manager, Larry Tucker, discovered the paperwork error associated with the incorrect start date of Ernest's social work services.

In order to ensure Ernest's IEP meets compliance expectations and accurately reflects his school program, the proposed amendment was made in order to ensure the start date of social work services matched the IEP Team's determinations. His mother was contacted via phone on 10/28/2020 and

agreed that the school could amend the IEP to address the error without a meeting.

4. Describe any other options that the Team, which includes the parent, considered and the reasons why those options were rejected:

- A. The Team considered not amending Ernest's IEP to correct the paperwork error, but rejected this option in order to ensure that Ernest's IEP correctly represents the start date of social work services.**
- B. The Team considered delaying the implementation of the proposed amendment, but rejected this option because Ms. Yates waived her right to prior written notice of the posed amendment and granted her permission to begin the amendment immediately. The school is able to do so accordingly.**

5. Describe any other factors that are relevant to the SAU's proposed or refused action(s) described above:

There are no other factors that are relevant to the SAU's proposed or refused actions.

6. Description of the points made by the parent including the parent's description of their child's progress:

Ms. Yates was contacted by phone on October 30, 2020 and notified of the paperwork error. She agreed to the amendment without a meeting because it will ensure the IEP accurately represents the start date of his social work services. Ms. Yates is welcome to request an IEP meeting to discuss questions or concerns at any time.

As parents of a child with a disability or (suspected disability) you have protections under the procedural safeguards of the MUSER. For initial referrals, a copy of those safeguards is enclosed. For reasons other than initial referrals, 34CFR 300.504 describes circumstances when you are required to be given a copy.

Sources for parents to contact to obtain assistance in understanding the provisions described in the procedural safeguards or how to obtain a description of the procedural safeguards are the Brunswick School Department, the Due Process office of the Maine Department of Education ((207) 624-6644)), <http://maine.gov/doe/specialed> Maine Parent Federation (1-800-870-7746), the Disability Rights Maine (1-800-452-1948) and Southern Maine Parent Awareness (207-324-7955) or KIDSLEGAL (1-866-624-7787). Team members attending Team meeting or informed of the changes to the plan as defined in MUSER IX.3.C(4) & (6) and MUSER IX.3.C(4).

Name and Position	Date
1. XXXX, Parent	10-30-20
2. XXXX, Special Education Teacher	10-30-20
3. XXXX, Speech Language Pathologist	10-30-20

Child's Name: **Ernest Yates**

Date: **10/30/20**

4. XXXX, Instructional Strategist	10-30-20
5. XXXX, Classroom Teacher	10-30-20
6. XXXX, School Principal	10-30-20
7.	
8.	
9.	

Only needed for initial provision of services

Parental signature for consent for **initial** provision of special education and when appropriate, related services, as stated above (this signature is needed for initial provision of special education and related services only).

Parent Signature: _____

Date: _____

Enclosures may be included within this document and recorded below:

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