

[Print on School District Letterhead]

[Date]

[Recipient]

Address

Address

Re: Request for IEP Meeting - Prior Written Notice

Dear [Recipient]:

I am writing in response to your request to reconvene [Student]'s IEP team. This letter will serve as prior written notice of the reasons the district is declining your request for an additional IEP meeting at this time.

1. Description of the action the district is proposing or refusing to take:

You have requested that the school district schedule a meeting of [Student]'s IEP team as soon as possible. The school district is refusing to take this action at this time.

2. Explanation of why the district proposes or refuses to take the action:

[Student]'s IEP team held facilitated IEP meetings on [date] and [date] at which you had significant meaningful parental participation consistent with section 009.0101A of Rule 51 of the Nebraska Department of Education. The district does not believe it is necessary to hold a third IEP meeting when the school year is less than six weeks old, and no subsequent information or developments have arisen suggesting that the team needs to reconsider the decisions made at those meetings.

3. The refusal to meet is based on the following evaluation procedures, assessments, records, or reports:

The district's refusal to meet is based on the information summarized in the IEP adopted on [date] which includes [just list all of the assessments and evaluations listed on that PLEP].

4. The school district considered the following option(s) prior to reaching its decision and the reasons why those options were rejected:

The district considered holding a meeting, but rejected that as unnecessary as the IEP team has met twice since the beginning of the school year.

5. Other factors which are relevant to the school district's proposal or refusal, if any, are:

You have indicated that you have "requested mediation," and both of your emails indicate that you believe that the district must take some action based on your request. This is incorrect. If you wish to seek mediation, you should refer to the notice of parental rights attached to this correspondence. The district will consider a request for mediation if you pursue that avenue. However, I would note that mediation is not a mandatory process for either the parent or the school district.

6. Statement of procedural protections and sources for parents to contact to obtain assistance:

A copy of the Parents' Rights in Special Education is enclosed for your reference.

If you have additional questions or concerns, you may contact my office.

Sincerely,

Special Education Director

Enclosure: Parents' Rights in Special Education