

TOPIC: Prior Written Notice

When does a district use a Change of Placement form and when does the district use a Termination of Services form? What is the difference between the two forms?

92 NAC 51-009.05 requires the provision of prior written notice a reasonable time before a school district proposes or refuses to initiate or change the identification, evaluation or educational placement of a child or the provision of a free appropriate public education. Based on this regulation some districts have chosen to create specific prior written notice forms for each type of action being proposed or refused (i.e. evaluation, change of placement, termination of services etc.) Other districts have chosen to use a single form to cover all situations requiring prior written notice. For purposes of compliance with 92 NAC 51, it doesn't matter whether the district uses a single form, or uses several forms of prior notice each specific to the action being proposed or refused, as long as the form contains the required content specified in 92 NAC 51-009.05B.

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