



**NOTICE OF ACTION**  
In accordance with Part C of the IDEA



Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date: \_\_\_\_\_

Prior Written Notice must be given to you before certain actions are taken. The following is to inform you of the action(s) being proposed or refused by First Steps.

- ( ) Ongoing assessment\*
- ( ) Initial Evaluation Refused
- ( ) Ineligibility for First Steps
- ( ) Change in eligibility\*
- ( ) Other: (Specify) \_\_\_\_\_

**10 day waiver section applies to items designated with an \*.**

Reasons for the Action:

I understand that the action being proposed cannot be carried out for ten days from the date of the Notice, unless I waive that time requirement.

I would like for the proposed action to be carried out and waive the 10-day time requirement.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Date received by agency \_\_\_\_\_

**Or**

\_\_\_\_\_ provided verbal permission to waive the 10 day waiting period on \_\_\_\_\_  
Parent Name Date

\_\_\_\_\_  
Service Coordinator Signature

A copy of the Parent's Rights Statement is enclosed with this notice.

If you need assistance in understanding the provisions of the Parent's Rights Statement, you may contact the Special Education Compliance Section, Department of Elementary and Secondary Education at (573) 751-0699 or (573) 751-0186 or via e-mail at [secompliance@dese.mo.gov](mailto:secompliance@dese.mo.gov).

If you have any questions or object to this action, please contact me within 10 days.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5<sup>th</sup> Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.

(September 2010)