

**A CHECKLIST OF WHEN TO PROVIDE PRIOR WRITTEN NOTICE OF ACTION**

<b>Does the event require a prior written notice?</b>	<b>Yes</b>	<b>No</b>
<i>(NOTE: This checklist is a guide and not an exhaustive list)</i>		
<b>IDENTIFICATION</b>		
Child Find activities		X
Screening done with all students of the same grade/age		X
School-based team activities		X
Referral for initial evaluation	X	
Change in / addition of categorical identification	X	
<b>EVALUATION</b>		
Collection of new data for initial evaluation or reevaluation	X	
Review of existing data		X
Evaluation of progress on the annual goals		X
Administration of statewide or districtwide assessments		X
Request for an independent educational evaluation (IEE)		X
Refusal of request for an IEE	X	
Determination of eligibility upon completion of an initial evaluation or reevaluation	X	
Eligibility issues	X	
Refusal to conduct an evaluation	X	
Observation for evaluation purposes (including conducting an FBA for an individual student)	X	
<b>EDUCATIONAL PLACEMENT</b>		
Initial placement into special education	X	
Initial special education services	X	
Relocation of the special education program (room or building assignment)		X
Any change in educational placement / least restrictive environment	X	
Termination of special education and related services	X	
Graduation with a regular diploma	X	
Disciplinary removal of NOT more than 10 consecutive school days		X
Disciplinary removal of more than 10 consecutive school days	X	
Disciplinary removal of more than 10 cumulative school days with a pattern	X	
Disciplinary removal to interim alternative educational setting for no more than 45 school days	X	
<b>PROVISION OF FREE APPROPRIATE PUBLIC EDUCATION (FAPE)</b>		
Deletion or addition of a special education and/or related service	X	
Change in existing goals or objectives to a child's IEP		X
Addition or deletion of an annual goal to a child's IEP	X	
Any increase or decrease in a special education or related services	X	
Change in how the student will participate in statewide assessments (MAP vs MAP-A)	X	
Changes in accommodations/modifications used in the classroom or on state or districtwide assessments		X
Any increase or decrease to supplementary aids and services or supports to school personnel listed in the child's IEP	X	
Refusal to increase or decrease a special education and/or related service	X	
Revision of the IEP to include ESY	X	
Refusal to provide ESY when the parent requests	X	
Addition or deletion of a BIP or changes in existing BIP to focus on new behavior with new consequences	X	
Revision of an existing BIP		X