

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION OFFICE OF CHILDHOOD - EARLY INTERVENTION

NOTICE OF ACTION



NAME OF CHILD	DATE OF BIRTH	DATE COMPLETED
INSTRUCTIONS		
Prior written notice must be provided to parents of children in First Steps when certain actions are taken.		
The parent should contact the Service Coordinator if there are any questions regarding this notice or		
action. The Service Coordinator contact information is included below.		
ACTION		
☐ Evaluation Refused by System Point of Entry (SPOE)		
☐ Ineligible for First Steps Program		
☐ Change in Eligibility		
☐ Parent Request to Discontinue Service		
☐ Parent Chose to Withdraw from First Steps Program		
☐ Individualized Family Service Plan (IFSP) Team Refused Parent Request for Ongoing Assessment or		
Service		
REASON FOR THE ACTION		
SERVICE COORDINATOR		OFFICE COOPDINATES SUCCESSIONS
SERVICE COORDINATOR NAME AND ADDRESS		SERVICE COORDINATOR PHONE NUMBER
☐ A copy of the Parental Rights Statement is enclosed with this notice.		

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability 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, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.