



NOTICE OF ACTION

NAME OF CHILD	DATE OF BIRTH	DATE COMPLETED
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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.

If you or a member of your immediate family ever served in the U.S. Armed Forces, click [here for more information about military-related services in Missouri](#). If you would like to receive information and assistance regarding veterans benefits and services from the Missouri Veterans Commission, [please fill out this form](#).

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

SERVICE COORDINATOR NAME	SERVICE COORDINATOR PHONE NUMBER
AGENCY NAME AND ADDRESS	

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, sex, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute 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, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 7th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-522-1775 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov.