**Baldwin County Schools**

**Prior Written Notice**

Date Prior Written Notice Sent/Given to Parents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary Language at Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_**Proposes** to **initiate** or **change** the areas as described below: **AND/OR**

\_\_\_**Refuses** to **initiate** or **change** the areas as described below

Description of the action proposed or refused relative to:

\_\_\_*Identification*  \_\_\_*Provision of Free Appropriate Public Education (FAPE)*

\_\_\_*Evaluation/Re-evaluation* \_\_\_*Other*:

\_\_\_*Educational Placement*

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Explanation of why the agency proposes or refuses to take this action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Description of any options the agency considered and the reasons why to options were rejected:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Description of each evaluation procedure, test, record or report the agency used/will use as a basis for the proposed or refused action:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Description of any other factors that are relevant to the agency’s proposal or refusal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parents of a child with a disability have protection under the procedural safeguards.

\_\_\_A copy of procedural safeguards is attached to the notice.

\_\_\_A copy of a description of your procedural safeguards may be obtained by contacting the agency at:

[www.Baldwin-County-Schools.com](http://www.Baldwin-County-Schools.com)

A copy of the procedural safeguards available to the parents of a child with a disability must be given the parents only one time a school year, except that a copy must also be given to the parents: upon initial referral or parent request for evaluation; upon receipt of the first Stat complaint and upon receipt of the first due process complaint in a school year; in accordance with the discipline procedures; and upon request by a parent.

You and your child have the protections identified in the Parent Rights. If you need a copy of those rights, or if you have questions about any of this, please contact the following:

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| --- | --- | --- | --- |
| **Name** | **Position** | **Phone** | **Email** |
| Traci White | Sped Director | 478-457-2910 | traci.white@baldwin.k12.ga.us |
| Kae Tyson | Sped Coordinator | 478-457-2910 | kae.tyson@baldwin.k12.ga.us |
| Dr. Collinda Lee | Sped Coordinator | 478-457-2910 | collinda.lee@baldwin.k12.ga.us |