

**Joint Prior Written Notice
Local Education Agency and Early Intervention Agency**

Date:

- 2 year, 7 month transition meeting – EI
 2 year, 9 month transition meeting – LEA

To:

Address:

Phone Number:

From:

Early Intervention Agency (EI) and/or Local Education agency (LEA)

Re:

(Child's first name, middle initial, last name)

(Birth date)

You have received and reviewed the *Understanding Early Childhood Transition: A Guide for Families and Professionals* document. As described in this document, we would like to meet with you to identify and share valuable information about the needs of your child. Please let us know if this is a convenient time for you so we can finalize plans for the meeting.

The following action(s), as checked below, are being considered at a meeting on:

Date

Time

Location

- Discuss continued eligibility for Developmental Disabilities (2 years, 7 months)
 Review current evaluation information (2 years, 7 months)
 Sign Consent for Evaluation (2 years, 7 months)
 Discuss need for additional evaluation (2 years, 7 months)
 Review of Individual Family Service Plan (IFSP), including the Transition Plan (2 years, 7 months and 3 years, 9 months)
 Discussion of evaluation results (2 years, 9 months)
 Determination whether your child has a disability under IDEA Part B (2 years, 9 months)
 Develop an Individualized Education Program (IEP) (2 years, 9 months or prior to age 3)
 Other Considerations

The following actions apply to this notice and a description is given below:

1. This action is being proposed/rejected because:
2. Prior to this proposal the following actions were considered:
3. The options stated in item 2 were rejected because:
4. The action stated in item 1 is based on the following evaluation procedures, tests, records or reports:
5. Other factors relevant to the action proposed above are:

Procedural Safeguards

The *North Dakota Early Intervention System Parental Rights* document is reviewed with you each time you are provided a Prior Notice. This document provides a description of the procedural safeguards relating to Part C of IDEA. A copy will be given to you any time a complaint is filed or a due process hearing is requested. You may request a copy of this brochure at any time from your Service Coordinator (Developmental Disabilities Program Manager).

The *Parental Rights for Public School Students Receiving Special Education Services – Notice of Procedural Safeguards* document will be given to you when we meet. This document is your notice of procedural safeguards relating to Part B of the Individuals with Disabilities Education Act (IDEA). A copy of this will be given to you annually, and also: the first time your child is referred for a special education evaluation; the first time a complaint is filed or a due process hearing is requested in a school year; if a school notifies you that a disciplinary action has or will be taken that would constitute a change in placement; and if you request a copy. You may also access a current copy of the procedural safeguards on your school district's website, if such a site exists, or from the NDDPI website.

If you have questions about the information provided, or want help in understanding these procedural safeguards, please contact the person indicated below.

EI and/or LEA contact information

At the present time, we anticipate that the following individuals will be meeting with us:

For the initial IEP of a child previously served under Part C, at the request of the parent, the local education agency will invite the Part C service coordinator and/or other representative of the Part C system. Please check the appropriate box indicating parental choice:

- The parent requests that an invitation to their child's initial IEP be sent to the Part C service coordinator and/or other representatives of the Part C system.**
- The parent declines that an invitation to their child's initial IEP be sent to the Part C service coordinator and/or other representatives of the Part C system.**