

Natchitoches Parish School Board
Special Education Department
P. O. Box 16
Natchitoches, LA 71458-0016

PARENTAL NOTICE OF PROPOSED ACTION

Student: _____ DOB: _____ SS# _____

Dear Parent/Guardian:

The purpose of this letter is to inform you that a meeting regarding your child was held on _____ at _____ at _____.
(date) (time) (location)

You were notified: Notice #1 _____ Notice #2 _____ Notice #3 _____
(date) (date) (date)

Your response to notification indicated that you:

- Planned to attend the meeting.
- Would not be attending the meeting.
- Did not respond to notices.

The purpose of the meeting was:

- Review IEP
- Reevaluation/IEP
- Initial Evaluation Eligibility Determination
- Disciplinary Action
- Extended School Year Planning
- Other _____
- Behavior Intervention Planning
- Manifestation Determination

The following information was discussed:

- Initial Evaluation/Assessment Results (see attached report)
- Review IEP (see attached report)
- Disciplinary Action/Infraction
- Manifestation Determination
- Other _____
- Reevaluation/IEP (see attached report)
- Transition Plan
- Functional Behavioral Assessment
- Individual Health Care Plan

The following decisions were made at this meeting:

Other options were considered and/or rejected for these reasons:

The following persons attended and are in agreement with the decision/recommendation:

Name/Credentials	Name/Credentials
_____	_____
_____	_____
_____	_____

Should you want further assistance, you may contact the agencies identified below for assistance in understanding your rights in this matter: Families Helping Families of Northwest Louisiana or The Advocacy Center. A copy of Louisiana's Educational Rights of Exceptional Children is enclosed for your information. If you have any questions or need assistance in understanding your rights contact: Cheryl Johnson, Director of Special Education at 318-352-2358 extension 1172 or _____ Phone #: _____ Extension: _____.