



Prior Written Notice

Student _____ ID Number _____ Date _____

School _____

Dear _____

Fairfax County Public Schools must provide written notice to parents when the school division proposes or refuses to initiate or change the identification, evaluation, or educational placement of a child, or the provision of a free appropriate public education (FAPE).

During a/an _____ meeting on _____, Fairfax County Public Schools (FCPS)

proposed or refused (check one) the following action:

[Empty box for describing the action]

The reason FCPS proposes or refuses the action:

[Empty box for describing the reason]

Description of other options considered by FCPS and why they were rejected:

[Empty box for describing other options]

Description of each evaluation procedure, test, record, or report FCPS used as a basis for the proposed or refused action:

[Empty box for describing evaluation procedures]

Information from the Fairfax County Public Schools student scholastic record is released on the condition that the recipient agrees not to permit any other party to have access to such information without the written consent of the parent or eligible student.



CONFIDENTIAL

Department of Special Services

Section 504

Prior Written Notice

Student _____ ID Number _____ Date _____

School _____

Description of other factors relevant to FCPS' proposal or refusal:

Parents of a child with a disability have protection under the procedural safeguards including the right to appeal the proposal or refusal of the action described in this notice. A copy of Section 504 of the Rehabilitation Act of 1973 Procedural Safeguards (SS/SE-92) has previously been provided to you. Additional copies of this document are available at your child's school or on-line at <https://www.fcps.edu/academics/academic-overview/special-education-instruction/special-education-procedural-support/Section-504-information>. If you have questions or desire assistance understanding the provisions of these safeguards, please contact Due Process and Eligibility at 571-423-4470.

Sincerely,

cc: Student Scholastic Record,

_____, _____
_____, _____
_____, _____

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