



Prior Written Notice/Procedural Safeguards Notice

Prior written notice refers to the written notice that is required whenever the public agency (usually the school) proposes or refuses to initiate or change any of the following:

- identification
- evaluation
- educational placement
- provision of FAPE

The content of the notice must include:

- proposed or refused action
- why action is proposed or refused
- all records used by the district in reaching a decision
- where parents may obtain procedural safeguards
- who parents can contact about understanding their rights
- options considered or rejected
- other factors relevant to proposal or refusal

The notice must be in understandable language:

- understandable to the general public
- in the parent's native language

Procedural Safeguards Notice must be given upon:

- at least one time a year AND
- initial referral for evaluation
- receipt of request for due process hearing or compliance complaint

The contents of the notice must be in understandable language and include a full explanation of specific procedural safeguards available to parents and the State complaint procedure. For questions call the Procedural Safeguards Referral Service at the California Department of Education at 1 (800) 926-0648 or information can be found at www.cde.ca.gov/sp/se/qa/.