

SAMPLE NOTICE
INITIAL ELIGIBILITY: THE STUDENT IS NOT ELIGIBLE

Date: _____

Parent Name: _____

Address: _____

City, State ZIP Code: _____

Dear _____ (*parent's name*) _____:

The purpose of this letter is to notify you that the (*name of district*) has completed the initial evaluation of your child, (*student's name*), and conducted an eligibility meeting on (*date*) _____. At the meeting, the following relevant information was reviewed:

_____ Assessments

_____ Other evaluative data (teacher reports, student work samples, etc.)

_____ Student records

As a result, it was determined that your child is not eligible for special education and related services because:

_____ s/he does not have a disability that corresponds to one or more of the disabilities defined in N.J.A.C. 6A:14-3.5 (c)1-14,

_____ the disability does not adversely affect his/her classroom performance,

_____ s/he does not need special education and related services.

List other options (if any) that were discussed and the reasons they were rejected:

List any other course of action to be taken on behalf of the student:

You may review this decision for 15 days from your receipt of this notice. After that time it becomes effective. If you disagree with the district's determination, you may request mediation or a due process hearing from the New Jersey Department of Education, Office of Special Education Programs to dispute this determination. Please refer to *Parental Rights in Special Education* for information regarding the processes for resolving disputes.

PROCEDURAL SAFEGUARDS STATEMENT:

As the parent of a student, or as an adult student, who has been determined not eligible for special education and related services, you have rights regarding the identification, evaluation, classification, the development of an IEP, placement, and the provision of a free, appropriate public education under the New Jersey Administrative Code for Special Education, N.J.A.C. 6A:14. A description of these rights, which are called procedural safeguards, is contained in the document, *Parental Rights in Special Education (PRISE)*. This document is published by the New Jersey Department of Education.

A copy of *PRISE* is provided to you one time per year and upon referral for an initial evaluation, when you request a due process hearing or complaint investigation and when a disciplinary action that constitutes a change of placement is initiated. In addition you may request a copy by contacting (name of office or district personnel) at (phone).

For help in understanding your rights, you may contact any of the following:

(name of school district representative) (phone)

Statewide Parent Advocacy Network (SPAN) at 1(800) 654-7726

New Jersey Protection and Advocacy, Inc. at 1(800) 922-7233

The New Jersey Department of Education through the (name of) County Office, (name of county supervisor of child study), (phone)

If you have any questions regarding this notice, please contact me.

Sincerely,
(Name)
(Position)
(Phone Number)