



Los Angeles Unified School District

Dear Parent/Guardian of _____ Date of Birth __/__/__

This is to inform you that we have reviewed your request for special education evaluation. After a review of existing information, it has been determined that the request is not appropriate at this time.

This notice includes a list of the documentation used to make the decision and an explanation of the reason(s) for the District's decision, as well as a description of additional factors relevant (intervention, modifications, supporting data, etc) to the decision. It also includes a description of other options that may have been considered and the reasons why they were rejected.

DOCUMENTATION USED TO MAKE THE DECISION (mark all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Review of Student Records | <input type="checkbox"/> Disciplinary Records | <input type="checkbox"/> Attendance Records |
| <input type="checkbox"/> Student Success Team Logs | <input type="checkbox"/> Teacher Reports | <input type="checkbox"/> State and District Assessments |
| <input type="checkbox"/> Health/Medical Records | <input type="checkbox"/> Progress Reports | <input type="checkbox"/> Independent/Agency Reports, dates ____ |
| <input type="checkbox"/> Attendance Records | <input type="checkbox"/> Grades | <input type="checkbox"/> Psycho-Educational Reports, dates ____ |
| <input type="checkbox"/> Other__ | | <input type="checkbox"/> Observations _____ |

REASON(S) FOR DISTRICT'S DECISION (insert a rationale for decision):

DESCRIPTION OF ADDITIONAL FACTORS RELEVANT TO DECISION; (insert additional factors):

OTHER OPTIONS CONSIDERED; AND REASONS WHY REJECTED (insert options and reasons):

As the parent of a child with a suspected or confirmed disability, you have protections under the procedural safeguards of the Individuals with Disabilities Education Act (IDEA) and California Education Code §56000, et.seq. A copy of "A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)," is included for your reference.

If you have any questions or need further explanation of your rights, you may contact:

Name/Title (Print)

School/Office

Telephone