

**WRITTEN NOTICE OF PROPOSED ACTION**  
(Before an Initial Case Conference)

This is written notice that you have been presented a draft copy of the IEP which includes:

- 1) A description of overall findings of each evaluation, procedure, assessment, record, or report that the school used a basis of its proposed action
- 2) Description of the action the school may propose at the initial case conference meeting
- 3) Explanation of why the school may propose the action

We value your input on the proposed action and look forward to working in partnership with you to ensure that your child has every opportunity to be a successful student.

Sincerely,

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Administrator/Teacher of Record

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Date Sent