

**Joint Educational Services in Special Education**  
**WRITTEN NOTICE OF SCHOOL'S REFUSAL TO**  
**CONDUCT AN INITIAL EDUCATIONAL EVALUATION**

Date Sent \_\_\_\_\_

Student's name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_

School Corp. \_\_\_\_\_ School Attending \_\_\_\_\_ Grade \_\_\_\_\_

As the parent of the above-referenced student, you or a school person have requested an educational evaluation to determine if the student is eligible for special education and related services. This Written Notice is to advise you that the school declines to conduct the educational evaluation.

The school has made this decision based on the following: (check all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Previous evaluation results | <input type="checkbox"/> District & State tests            | <input type="checkbox"/> Progress reports on goals      |
| <input type="checkbox"/> Classroom work samples      | <input type="checkbox"/> Teacher observation and/or report | <input type="checkbox"/> Independent evaluation results |
| <input type="checkbox"/> Student's grades            | <input type="checkbox"/> Intervention reports              | <input type="checkbox"/> Medical records                |
| <input type="checkbox"/> Other staff reports         |  | <input type="checkbox"/> Information from parent(s)     |

Other assessment information (list here) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other factors that were considered relevant to the school's decision include (if none, indicate none here) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Notice of Procedural Rights:**

As the parent or guardian, you have protection under the procedural safeguards described in 511 IAC 7-37-1 and contained in the enclosed Notice of Procedural Safeguards. Assistance in understanding the provisions of Indiana's special education rules or the procedural safeguards may be obtained from a variety of agencies and organizations listed on the Notice of Procedural Safeguards. If you have questions about the school's decision, this form or the Notice of Procedural Safeguards, you may contact \_\_\_\_\_ at \_\_\_\_\_.  
(Contact Name) (Phone Number)

If you disagree and wish to contest the school's decision, you have the right to:

- a) request a meeting with the School Principal and district Director of Special Education to discuss the information gathered and the reason(s) for the decision, or
- b) request mediation in accordance with 511 IAC 7-45-2. Mediation is made available at no cost to the parent, but both the parent and the school must agree to participate. To obtain a copy of the Request for Mediation form, please contact the Director of JESSE at 574-936-2627 or the Center for Exceptional Learners, or
- c) request a due process hearing in accordance with 511 IAC 7-45-3. For more information on this process and to download the form, go to: <http://ideanet.doe.state.in.us/exceptional/speced/docs/2008-08-15-RequestDueProcessHearing-PaperVer..pdf>.