

# Instructions to Special Education Forms



## Form 7a – Prior Written Notice of Decision

This form is used to document prior written notice to parents regarding local education agency decisions to either change or not to change information about a child in the areas of evaluation, identification, educational placement and the provision of a Free and Appropriate Public Education. The form goes on to further document the reasons for such decisions, the tests or evaluation information on which the decision was made, any other options considered prior to this decision, and any other factors which might have an effect of the decision that was reached. It concludes with a section explaining to parents where additional resources can be found to help explain any concerns they may have regarding the information contained in this form.

A 2009 change to this form was the inclusion at the upper right hand corner to identify the date that this form was completed.