

Name: _____

DOB: ____ / ____ / ____ IFSP: ____ / ____ / ____

Prior Written Notice

Date:* ____ / ____ / ____

Dear Parent/Guardian of _____*:

Prior Written Notice is a letter to inform you of meetings planned for you and your child. It is used to ensure families are part of the decision-making process in early intervention.

Prior Written Notice is one of the important parent’s rights in the Individuals with Disabilities Education Act (IDEA). _____ must give you prior written notice before it evaluates your child; determines your child’s eligibility for early intervention; develops, reviews, and/or revises your child’s Individualized Family Service Plan (IFSP); conducts a transition conference; or discontinues your child’s early intervention services. You are invited to bring anyone you choose to the appointment. A summary of your parents’ rights is on the back of this prior notice.

_____ has scheduled an appointment or appointments with you and your child for the following purpose(s):

- To conduct an evaluation to determine your child’s eligibility for early intervention
- To review initial or ongoing eligibility of your child
- To assess your child’s overall development
- To write an Individualized Family Service Plan (IFSP) for your child
- To review your child’s Individualized Family Service Plan (IFSP)
 - Annual Review Periodic Review
- To change your child’s early intervention services
- To conduct a transition conference for your child
- To discontinue services for your child
- Other:

Appointment Date:* Time:* Location: *
 ____ / ____ / ____ ____ : ____ _____

The following Early Intervention, Parent Infant Program and other staff will be attending this appointment:

Early Intervention Staff	Parent Infant Program Staff	Other Attendees

If you are unable to attend this appointment and would like to reschedule it, please call:

Contact: * Telephone Number: *

Name: _____

DOB: ____ / ____ / ____ IFSP: ____ / ____ / ____

PARENT RIGHTS IN PART C EARLY INTERVENTION

Every parent has rights under a federal law known as the Individuals with Disabilities Education Act (IDEA). Part C of IDEA guarantees certain rights for families of infants and toddlers with special needs. These rights begin the moment your child is referred to early intervention (EI). When you know your parent rights, you can help make important decisions about your child's EI services. Part C of IDEA (sites.ed.gov/idea/regs/c) gives ALL parents the following rights:

1. THE RIGHT TO GIVE INFORMED CONSENT: §303.7

You must give written permission before your child is evaluated, before services begin or are changed, and before information about your child or family is shared with anyone else. You will be given complete information and explanations before you are asked to make decisions or sign anything. Written consent can be cancelled in writing at any time.

2. THE RIGHT TO RECEIVE NOTIFICATION IN WRITING: §303.421

You must receive written notice from your local EI program before any evaluations or assessments can take place. You must also be given written notice within a reasonable time before any decisions are made about:

- a. Your child's eligibility
- b. Individualized Family Service Plan (IFSP) meetings
- c. Beginning or changing your child's services
- d. Refusing (choosing not to receive) services

3. THE RIGHT TO A COORDINATED INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP): §303.342-343

An IFSP is a written plan that contains your goals for your child for the next 12 months. The IFSP lists when, where, and how each EI service will be delivered. You will work with your service team to create your child's IFSP. You will also help plan the meeting when the IFSP is discussed and signed. You can invite anyone you want to join you at the IFSP meeting. Your child's IFSP will be reviewed at least every 6 months, or sooner if requested. You can request an IFSP review meeting at any time.

4. THE RIGHT TO RECEIVE SERVICES IN NATURAL ENVIRONMENTS: §303.26 and §303.126

Natural environments are the places where children live, learn, and play. They are also the activities that children do as they go about their everyday lives at home and in the community. IFSP services are designed to be carried out within your family's daily routines and activities, so that you can learn strategies for teaching your child that can be practiced in between service visits. When a service is provided anywhere other than a natural environment, the program must give you a written explanation of why they changed the location.

5. THE RIGHT TO CONFIDENTIALITY: §303.401 and §303.414-416

Access to your personal information is limited to select EI program staff. You must agree in writing before your child's records can be shared with anyone else. Child records will be retained for at least five years, and then destroyed.

6. THE RIGHT TO REVIEW RECORDS: §303.401, §303.405-412

You can ask for an explanation of your child's records, or to review your child's records at any time. EI programs have 10 days to comply with your records request, and must give you one free copy of your child's records. After reviewing the records, you can ask to make changes if you think anything is incorrect or incomplete. If the EI program disagrees with your request to change the records, you can ask for a hearing to challenge the decision.

7. THE RIGHT TO RESOLVE DISAGREEMENTS: §303.430-434

If you are unable to resolve a disagreement or concern with your local EI program, or if you want to address the issue directly with Baby Watch, please email babywatch@utah.gov or send written concerns to:

Baby Watch Early Intervention Program PO Box 144720 SLC UT 84114-4720.

If you feel your rights have been violated, the following dispute resolution options are available (model letters available on Baby Watch website):

- a. Submit a written complaint.
- b. Request mediation.
- c. Request a due process hearing.

Until the disagreement is resolved, your child's services will not be affected unless you and the local EI program agree to make a change. For more information about dispute resolution, contact Baby Watch or the Utah Parent Center at (800) 468-1160 or utahparentcenter.org.