

**PRIOR WRITTEN NOTICE OF PROPOSED ACTION
GRADUATION FROM HIGH SCHOOL
(SAMPLE LETTER)**

Date: ___/___/___

Dear Parent and Student,

Congratulations! This letter serves as written notice that _____ is currently meeting the requirements for graduation with a regular high school diploma. As _____ is receiving special education and related services, pursuant to Federal law the District must notify you of this proposed change in placement. Your child's graduation with a regular diploma is based on his/her meeting both the State of California and School District's requirements for graduation with a regular high school diploma. As your child is currently on track to satisfy those requirements, graduation is the only valid option. Upon his or her graduation, your child will no longer be eligible for special education services. It is the District's determination that any other option, such as retention or a certificate of completion, is not appropriate for _____ at this time. Upon request, an IEP meeting may be convened to discuss this recommendation

The following information was used in making this decision:

- | | | | |
|--------------------------|---------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | IEP | <input type="checkbox"/> | Evaluation |
| <input type="checkbox"/> | Student Performance | <input type="checkbox"/> | Teacher/Information/Observation |
| <input type="checkbox"/> | Student Behavior | <input type="checkbox"/> | Report Cards/ Statewide Assessment |
| <input type="checkbox"/> | Parent Information | <input type="checkbox"/> | Other: _____ |

Please be advised that you are entitled to procedural safeguards if you disagree with this determination. Please feel free to contact your child's school counselor if you have any questions about this matter or, if you require assistance in understanding any portion of this notice.

Sincerely,