



-- 中文版 --

提前书面通知的请求

何时使用：

根据《残疾人教育法案》“提前书面通知”条款（34 CFR §300.503）的要求，当您希望得到有关您孩子教育计划的任何决定的正式书面通知时，请使用此模板。

邮件标题：请求[孩子全名]的提前书面通知

尊敬的[个别化教育计划协调员姓名]：

在 [会议日期] 的会议上，我们讨论了 [孩子全名] 的教育计划，包括有关 [评估、个人教育计划、安置等] 的决定。我正式请求根据《残疾人教育法案》“提前书面通知”条款（34 CFR §300.503）提供提前书面通知，概述提议或拒绝的行动以及这些决定背后的原因。

请附上详细解释、做出这些决定的原因以及做出这些决定所使用的任何支持数据。

感谢您对此事的及时关注，我期待尽快收到这些信息。

此致，

敬礼！

[您的姓名]

抄送：[校长姓名]、[其他相关专业人员和家庭成员]



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-- English Version --

Request for Prior Written Notice

When to Use:

Use this letter when you want formal written notice of any decisions made about your child's educational program, as required by IDEA's "Prior Written Notice" provision (34 CFR §300.503).

Subject: Request for Prior Written Notice for [Child's Full Name]

Dear [IEP Coordinator's Name],

During our meeting on [Date of Meeting], we discussed [Child's Full Name]'s educational program, including decisions regarding [Evaluation, IEP, Placement, etc.]. I am formally requesting Prior Written Notice, as required under IDEA (34 CFR §300.503), outlining the proposed or refused actions and the rationale behind these decisions.

Please include a detailed explanation, the reasons for these decisions, and any supporting data used to make them.

I appreciate your prompt attention to this matter and look forward to receiving this information soon.

Best regards,

[Your Name]

CC: [Principal's Name], [Other Relevant Professionals and Family Members]