

NEVADA DEPARTMENT OF EDUCATION

Model Form to Assist School Districts in Filing a Notice Response When No Prior Written Notice
Regarding Issue(s) in Hearing Request

Name
Address
Telephone Number

Date

Parent
Address

Dear (*Parent*):

The purpose of this letter is to respond to the Due Process Hearing Request filed on (*date of the receipt of the request for a hearing by the school district*) regarding (*name of child*), born on (*birth date*).

You have raised the following issue(s):

(Insert issue or issues in the Hearing Request)

Since the issue(s) raised in the Hearing Request was/were not covered in a prior written notice, the (*name of school district*) responds to the issue(s) in the Hearing Request as follows:

1. An explanation of why the district proposed or refused to take the action raised in the Hearing Request:
2. A description of other options that the IEP Team considered and the reasons why those options were rejected:
3. A description of each evaluation procedure, assessment, record, or report the district used as the basis for the proposed or refused action; and
4. A description of the factors that are relevant to the district's proposal or refusal.
5. *(Any other response not included above.)*

Sincerely,