

Directions for Completing:
**Informed Notice of Proposal or Refusal to Change Evaluation, Identification,
Educational Placement or Free Appropriate Public Education (FAPE)**
(FM-4877)

A change in the services in an IEP may result in a change in educational placement or a significant change in the provision of a free appropriate public education (FAPE). When this occurs, a written informed notice to parents must be provided prior to the change being implemented.

Complete this form after the IEP is written when:

1. There is a proposal to change the provision of FAPE.
 - A supplementary aid/service or related service is provided or removed
e.g., Paraprofessional assistance, assistive technology, art therapy, adapted PE, OT/PT, etc.
 - A supplementary aid/service or related service is changed significantly
e.g., Frequency changes significantly: Daily ↔ weekly

2. There is a proposal to change the identification. This section is used primarily by Staffing Specialists and Speech-Language Pathologists to document the change in identification of the student (new eligibility). Classroom teachers do not complete this part of section I.
 - ↑ *Continues to be eligible for...*
 - ↑ *Is now eligible for...*
 - ↑ *Is no longer eligible for...*
 - ↑ *Is no longer considered a student with disabilities*

3. There is a proposal to change the educational placement. The action is explained in the space provided in section I and the program placement changes are checked. Placement is considered changed when the IEP team significantly changes the amount of time the student will be separated from his/her non-disabled peers.
 - Changing 2 or more classes into or out of general education setting.
Example: 2 ESE classes to 4, 5, or 6 ESE classes
 - Placement for the first time in a general education setting with consultation and/or collaboration.
 - Placement in a special school, HHIP, graduation
Note: This form does not need to be completed when placement into alternative education is determined, as long as the same program is being provided.

The procedure for determining when a change in educational placement takes place will be revised for the 05-06 school year. Memo is forthcoming; please obtain updated memos and information from the ESE website at <http://ese.dadeschools.net/memos.htm>.

4. There is something being refused. Local Education Agency Representatives (LEA) need to be knowledgeable of all the requirements in this area. If this happens, remember to review the Procedural Safeguards and provide the parent with the following forms in their home language:
 - Request for Mediation (FM-6331 Rev. 02/02);
 - Request for Due Process (FM-5773 Rev. 03/02); andInform administration and region office when something is being refused.

Staffing Specialists: Refusals on eligibility issues for initials are documented on the Informed Notice of Initial Eligibility or Ineligibility (FM-4960). Once the Initial IEP is written any further refusals are documented on FM-4877.

* Please note that signatures are only required when using this form to document a student's change in identification (eligibility for a new program). For other uses, there is no requirement for signatures, and the signature section should be left blank.

REMEMBER: Answer each question in I-V on the FM-4877, if not applicable write N/A.