

[district letterhead here] **In-State Transfer PWN**

[Date]

Dear [parent]:

On [date] we received records from [prior district] indicating the following special education services were provided to your child [list programs and services] per an Individualized Education Program [date].

You are receiving this written notice indicating that [district name] will implement these services effective [date] without modification. The attached permission for placement form indicates that these services have been electronically entered into the Berrien county record keeping system.

-Or-

You are receiving this written notice indicating that [district name] will implement these services effective [date] with prior agreed amendments attached to this letter. Additionally, the attached permission for placement form indicates that these services have been electronically entered into the Berrien county record keeping system.

Parents of a student with a disability have protection under procedural safeguards. The Procedural Safeguards Notice is available at [www.michigan.gov/documents/mde/May09-
ProceduralSafeguardsNotice_278611_7.pdf](http://www.michigan.gov/documents/mde/May09-ProceduralSafeguardsNotice_278611_7.pdf). The following sources are available to assist you in understanding your rights: Michigan Alliance for Families (800)552-4821
<http://www.michiganallianceforfamilies.org>

You are encouraged to contact [district contact name and title] if you have any questions about this proposed action by the district or wish to schedule an IEP.

Sincerely,