

[district letterhead here] **Out-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 the following services effective [date] as indicated in the attachment. Prior to an IEP that will be held in 30 school days the district will review historical student information to determine the student's appropriateness for Michigan special education eligibility and resulting educational programming.

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.

Sincerely,