

## CASE STUDY COMMITTEE WRITTEN NOTICE REFUSAL OF PARENTAL REQUEST

**Privacy Act Notice:** Authority to Collect Information: 20 U.S.C. 927(c) and 10 U.S.C. 2164(f), as amended; E.O 9387; the Privacy Act of 1974, as amended, 5 U.S.C. 552a. **Principal Purpose:** The information will be used within the DoD to determine the services to be provided to a student to assist the child to receive a free appropriate public education. **Disclosure** to the Agency of the information requested on this form is voluntary; but failure to provide all requested information may result in the delay or denial of student services. DoDEA may disclose information requested in this form to other DoD activities and contracted service providers who require the information to deliver educational services to the child and for valid medical, law enforcement or security purposes, or for use in litigation concerning the delivery of student. **Routine Uses:** Disclosure of information contained in this form is authorized outside the DoD in accordance with the "Blanket Routine Uses" described at the beginning of the Office of the Secretary of Defense's compilation of systems of records notices, published at <http://www.defenselink.mil/privacy/notice/osd>.

To: \_\_\_\_\_  
(Name of Sponsor, Guardian, or Student 18 and over)

Date: \_\_\_\_\_

Re: \_\_\_\_\_  
(Name of Student)

The purpose of this notice is to inform you that the Case Study Committee reviewed your request dated \_\_\_\_\_ which would have initiated or changed your child's identification, evaluation, education placement, or provision of FAPE. Based on the CSC's review, the school has decided not to act on your request. The CSC's reasons for refusing your request are described below.

Description of the action refused by the school:

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Explanation of why the school refuses to take this action:

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Description of any options the school considered prior to this proposal:

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Reasons why those options were rejected:

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Description of evaluation procedures, tests, records, or reports the school used as a basis for the refusal.

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Other information and factors relevant to this decision:

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As a parent of a child with a disability, you are entitled to certain procedural safeguards as outlined in the enclosed Parent Rights and Responsibilities. Your rights include the right to request mediation or a due process hearing if you disagree with this decision. If you have any questions about this decision or need additional information concerning your rights, please call \_\_\_\_\_ at \_\_\_\_\_.