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*North Carolina Infant-Toddler Program*

*Prior Written Notice*

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| Child’s Name: |       | Date of Birth: |       |  |
| Date of Notice: |       |   |
| Dear |      , |  |
|  |
| **Prior written notice must be provided to parents before the NC Infant-Toddler Program (NC ITP) proposes, or refuses, to initiate or change the identification, evaluation, or placement of your child, or the provision of early intervention services for your child and your child’s family. Prior Written Notice must be provided to the parents ten (10) calendar days prior to taking the action, unless the parent agrees the action may take place sooner than ten (10) calendar days.** |
| **Action(s) Being Proposed or Refused:** |
| **[ ]**  | Your child is eligible for the NC ITP |  |  |
| **[ ]**  | Your child is not eligible for the NC ITP |  |
| [ ]  | Your child will be exited from the NC ITP prior to age three. All services listed on the IFSP will end. |  |
| [ ]  | Other *(description of action only required if ‘’Other’ is checked)* |  |
| Action being proposed or refused:       |
| **Reasons for the above action(s)** being proposed, or refused, including a description of information used to make this decision (e.g., parent interview information, evaluation/assessment procedures, reports, records)       |
| Please contact me if you have any questions about the information above.  |
| EISC Name:  |       | Phone Number:  |       |  |
| CDSA Name:  |       |  |  |
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| **Parental Notice of Child and Family Rights and Procedural Safeguards:** A copy of the ***North Carolina Infant-Toddler Program Notice of Child and Family Rights*** document is provided to you and pertinent rights and procedural safeguards are reviewed and explained as an accompaniment to all prior written notice forms. This information includes all the procedural safeguards that are available, including a description of mediation, due process and state complaint procedures and the timelines for those procedures. |  | **For CDSA Use** (check and complete all that apply): |  |
|  |  | [ ]  | Notice mailed on  |       |  |
|  |  | [ ]  | Notice hand-delivered on |       |  |
|  |  | [ ]  | Parent agreed on |       |  |
|  |  |  | to have the proposed action(s) occur sooner and not wait the ten (10) day prior notice time. |  |