

Requesting Prior Written Notice

There are certain times when the school must put in writing its decisions about your child's education and the reasons for those decisions. This communication is called Prior Written Notice (PWN).

The district is required to send you a prior written notice after a decision has been made, but before implementing the decision.

The school system is supposed to automatically provide you with prior written notice whenever they want to (or refuse to):

- Evaluate your child,
- Change of your child's disability identification,
- Change your child's placement, or
- Change the way in which your child is provided with a free appropriate public education.

However, sometimes the school may tell you its decision over the phone, in a meeting, or in a conversation. It is best that you always ask for the decision to be given in writing using Prior Written Notice.

Today's date (include month, day, and year)

Your Name
Street Address
City, State, Zip Code
Daytime telephone number

Name of Person to Whom you are Writing
Title
Street Address
City, State, Zip Code

Dear (name),

At our meeting (or during our phone conversation) on (insert date), we discussed my child's (evaluation, eligibility, placement, IEP, services, etc.). I requested (insert what you requested) and was denied (or I was told the school intends to (insert what the school intends to do)), but I have never received any information about this decision in writing. I am requesting prior written notice regarding (be very specific about the issue/decision you want the school to respond to - list out the issue/decision/refusal).

It is my understanding that according to 34 CFR §300.503, prior written notice must include the following:

1. A description of what the school is proposing or refusing to do;
2. An explanation as to why the school proposes or refuses this action;
3. A description of any other options the school considered and an explanation as to why those options were rejected;
4. A description of each evaluation procedure, test, record, or report the school used as a basis for this decision;
5. A description of any other relevant factors that went into this decision;
6. Information on how I can obtain a copy of procedural safeguards and a full explanation of those safeguards; and
7. Information on sources I can contact for help understanding IDEA.

I look forward to receiving a detailed response to my request as soon as possible. Thank you for your assistance.

Sincerely,

Your Name

cc: the principal, supervisor, or special education administrator
other members of the meeting

