



PRIOR WRITTEN NOTICE GUIDING QUESTIONS

Prior Written Notice

The Prior Written Notice (PWN) is one of the most important due process documents. Past MDE compliance reviews and complaints have noted the lack of comprehensive information when answering the five questions on the PWN.

- A PWN must be sent to parents/guardians when a verbal or written request has been made for a special education evaluation and the district denies the evaluation.
- A PWN must be sent to parents/guardians when a verbal or written request has been made to add/cancel a service from an IEP that a student is currently receiving.
- A PWN must be sent when a student is evaluated and found not eligible for special education services.
- A PWN must be sent when a team is discontinuing special education services through exiting or graduating.

Other PWN Notes

- When a parent objects to a proposal or refusal contained in the PWN, the district must hold a conciliation conference with the parents/guardians within 10 calendar days of receiving the notice.
- Within 5 school days after the conciliation conference, the district must prepare and provide the parent with a conciliation conference memorandum that describes the district's final proposal offer of services.
- The PWN should document the meeting proposals/refusals, however it may not be implemented until the parental consent is obtained.
- The PWN should be a comprehensive summary of the discussion at the meeting.

WHEN IN DOUBT, SEND IT OUT!