



## PRIOR WRITTEN NOTICE (PWN)

The purpose of Prior Written Notice (PWN) is to provide parents adequate time to consider the District's proposal or refusal of specific actions and/or to document parental proposals or withdrawal of consent.

The form must be used whenever the district or parent seeks initiation or change in any of the following circumstances; identification, evaluation, educational placement, or the provision of free and appropriate public education.

PWN assures that parents are able to participate on an informed basis when making decisions about their child's education.

The date of the PWN is important as this documents due process timelines.

Five questions must be answered within the PWN with adequate detail to ensure parents are fully informed.

- ✓ Action proposed is what's new in the proposed IEP...outline changes if it's an annual IEP.
- ✓ Explain what is different from the last IEP...."tell the difference."  
Why describes why you are proposing those specific services or changes.  
Basis is the underlying information informing the changes.  
Other options considered and why rejected are always required.
- ✓ Other relevant factors must be addressed, but there do not have to be other relevant factors.

The **PWN for an IEP** is a written summary of what was discussed at the IEP planning meeting and therefore should be individualized to the students.

The **PWN for and IEP** documents the actions of the proposal.

- For an **INITIAL IEP**, generally describe the contents of the IEP and reference the initial IEP meeting.
  - *EXAMPLE: The district is proposing to implement an initial Individual Education Program (IEP) for Specific Learning Disabilities (SLD) services in the areas of reading and written language as discussed at the IEP Team Meeting on April 10, 2015. Please see attached IEP.*
- For an **ANNUAL IEP**, the action must describe the specific goals, services, or changes from the previous IEP.
  - *EXAMPLE: The district is proposing to provide continued direct instruction in reading to address Johnny's Specific Learning Disability (SLD). He will continue to receive services in the resource room as well as accommodations and modification in the classroom. Please see attached IEP dated April 10, 2015.*
  - *EXAMPLE: The district is proposing to discontinue April's direct instruction in reading related to her Specific Learning Disability (SLD). She has met her goal and the team agrees she no longer has a SLD or needs services for reading based upon the evaluation data. She will continue with direct instruction in speech/language. Please see attached IEP dated April 10, 2025.*