

# Martinsville City Public Schools Prior Written Notice Guidelines

## What is Prior Written Notice (PWN)?

- Requirement of Procedural Safeguards
- Notice given by the school division to parents **after** a decision has been made to propose or refute an action, but prior to the implementation of that decision

## Prior Written Notice Components (and *sample* statements)



**Description of each evaluation procedure, assessment, record, or report used by LEA as a basis for the proposal or refusal**

- Educational records: recent psychological (February 16, 2018), educational (March 16, 2018), and speech (April 24, 2018) testing completed for the April 10, 2018 eligibility meeting and shared with the parents two business days prior to the meeting; input of teachers, parents, parents' advocates and evaluators.; classroom observation.
- **Typically, you will mention educational records, input of entire IEP team, and a list of any private evaluations considered.**

**Description of any other factors which are relevant to the proposal or refusal**

- The parents were advised of the possibility of identification under Section 504, but declined the referral and possible identification. The parents agreed that the student did not have a disability under IDEA or Section 504, but desire extra help for their child in school. The guidance counselor will meet with the student and the parents to discuss supportive options available at school.
- **This is the opportunity to include any helpful statements or information provided by the parents or staff (e.g. "Student is making great progress this year.")**

## **Considerations of PWN**

- Must be in parents' native language
- **NOT** given before a decision is made- there is a clear difference between PWN and meeting notice!
- Helps parents assess whether or not to give consent
- May be viewed as an aspect of parental participation
- May be used in place of minutes if PWN is sufficiently detailed

## **When to give PWN**

- **Timing**
  - After a decision has been made, but before implementation of the decision
  - Can be given a reasonable amount of time after the meeting (generally 2 weeks or 10 business days)
  - Parents do not have the right to require changes to the document- the PWN is the LEA's document!
- **Situations**
  - In connection with a decision made regarding an evaluation- whether the decision is to evaluate or not to evaluate

- Include which evaluations to conduct; however, not specific instruments (e.g. achievement testing, not Woodcock-Johnson)
- If you are refusing a parent's request to evaluate within a year of the last evaluation
- Eligibility determination (whether eligible or ineligible)
- Any change of placement
- New proposed IEPs
- Before termination in whole or in part of special education and related services
- If school refuses to hold an IEP meeting
- Transfer student IEP
- Prior to graduation
- Any disciplinary decision that results in a change of placement
- If the IEP team cannot reach a consensus
- Even if there is consensus among team members
- When parent revokes consent for all special education services
- **When in doubt, provide PWN!**