

## Guide to Completing PWN

The following set of guidelines should be used to determine which of the applicable reasons to be checked on a Prior Written Notice Form being sent to parents. In instances where more than one meeting or action may take place, all applicable boxes may be checked on the PWN.

### **Initial Evaluation**

*When interventions tried by the school and parent or agency personnel do not assist the student in addressing the difficulty experienced, the process of collecting additional information should be initiated.*

### **Additional evaluation to determine student needs/programming**

*The student is currently receiving special education services and further evaluation is needed to determine his or her unique needs for appropriate services (e.g. changes in services, the need for additional services, prior to disciplinary hearing related to disability)*

### **Three year reevaluation of your child's continued need for special education services**

*Reevaluation is required every three years, more frequently if conditions warrant it, or if the student's parent or teacher requests it.*

### **Discussion of evaluation results, development of the Integrated Written Assessment Report, and determination whether your child has a disability under IDEA**

*After assessments have been conducted, a discussion of the results must occur (initial evaluation results, reevaluation results of assessments conducted by school, consideration of outside evaluations, discussion of RTI data) leading to development of IWAR and eligibility determination.*

### **Development of an initial Individualized Education Program (IEP) for your child. You may invite individuals with knowledge of special expertise about your child. This will include a transition plan if your child will turn 16 years of age within the coming year or if your child is 16 or older**

*An IEP meeting is scheduled to develop the student's initial IEP.*

### **Review or revision of your child's Individualized Education Program (IEP). This will include a transition plan in the year your child turns 16 and thereafter**

*A meeting will be scheduled to initiate annual review of IEP, to amend the IEP, and/or to discuss significant changes to the IEP.*

### **Graduation or dismissal/exit from special education services.**

*Special education services are no longer necessary when the parent or student requests termination of services, the student graduates, or exceeds the age of eligibility.*

□ **Transfer of educational rights to student at age of majority**

*Notice must be given to parents when the educational rights accorded to parents under IDEA have transferred to their child at age 18.*

□ **Other considerations**

*Describe situations where prior written notice is appropriate to parents.*

*Examples: prior to disciplinary hearing related to disability, extended school year, etc)*