

PRIOR WRITTEN NOTICE

WHEN SHOULD YOU RECEIVE ONE?

Prior written notice (PWN) is required when your school system proposes, refuses or initiates a change of:

- Evaluation
- Identification (determining a student is eligible)
- Appropriate educational placement
- Free and Appropriate Public Education (FAPE)

Parents must be provided a completed Prior Written Notice form. If it is NOT provided, ask for it. This is a parental right.

Check the next page
for a sample form!

Family Engagement
in Special Education




The Arc
Tennessee

School System
Address

Student:
School: **Grade:**
School Phone Number:

Meeting Date:

Date Sent:

Teacher/Case Manager Contact Name:

Teacher/Case Manager Contact Number:

To:

Purpose of Notice:

The school district:

Actions were proposed in the following areas:

- Identification/Eligibility
- Evaluation/Re-Evaluation
- Review/Revise Individualized Education Program (IEP) (Provision of FAPE)
- Educational Placement (includes change in educational placement, graduation and termination of eligibility)
- Other:

1. Description of the action proposed or refused by the school system:

2. Explanation of why the school system proposes or refuses to take this action:

3. Description of any options the school district considered prior to this proposal:

4. Reasons the above listed options were rejected:

5. Description of evaluation procedures, tests, records, or reports the school district used as a basis for the proposal or refusal:

6. Other factors relevant to the action proposed are:

Parents of a child with a disability are entitled to certain procedural safeguards as outlined in the brochure entitled *Notice of Procedural Safeguards*. Rights include the right to request a Due Process Hearing or to request mediation if there is disagreement with the services planned.

If the parent was not present at this IEP meeting, a completed Individual Education Program (IEP) for this student must accompany this form.



Fax Number: