PRIOR WRITTEN NOTICE – Part B or Part B/C

This prior written notice is typically used when making a significant change to an IEP/IFSP/IIIP/ISP, creating an Emergency Restrictive Procedure or a Behavior Intervention Plan. The new format can also link to an Evaluation Plan as well.

A PWN can no longer be copied. Only new notices can be created.

There are five sections within a Prior Written Notice Document:

- Notice Purpose
- Notification List
- Notice Proposals
- Notice Refusals
- Followup - Parental Consent Form

Prior Written Notice Information

1.	Click the Create New Document link on the Prior Written Notice section found on Special Ed document menu.	The document date information page is displayed. Language choice is not available without the optional language module.
2.	Click in the box and enter the Date. It will default to today's date.	This is the date the notice was created.
3.	Click the Submit button.	The Prior Written Notice page is displayed.

		*Notice Date: 7/6/2012	

*Notice Date: 7/6/2012

This Proposal is for which Plan?

☉ *Given to ○ *Mailed to on:

SpecEd Eval: 7/2/2012- (Pending)
SpecEd Eval: 9/22/2010- (Final)
IFSP: 9/1/2010-6/10/2011 (Not Eligible)
IFSP: 1/1/2009-12/31/2009 (Correct)
Other Eval: 5/9/2008- (Final)
SpecEd Eval: 10/22/2007- (Final)

*Deadline Date to return form:

*Case Manager Name: George

*Case Manager Position: Case M

*Case Manager Phone: 111-2222

Submit   Reset

4.	Click in the drop-down menu – 'This Proposal is for which Plan?' Select a plan.	A final or pending plan may be selected
5.	Click in the radio buttons, drop-down menus, and text boxes to fill in or change all of the required information.	The items labeled with red text and an asterisk (*) are required information that must be filled in if they are not already.
6.	Was the form 'given to' or 'mailed to' the parent/guardian?	Key in the method and date this action occurred
7.	What is the deadline date for the Notice to be returned from the parent?	Key in the date. Deadline date defaults to 14 days after the notice date.
8.	Click the Submit button.	The plan information page is redisplayed with a success message.

You can return to this page by selecting Notice Purpose on the Prior Written Notice Menu Bar. |

9.	***DUE PROCESS NOTE:*** *The "Deadline Date to return form" is the equivalent to your Start Date/Effective Date. It MUST be a minimum of 14 days from the a) date you hand the parent the form OR b) 16 days from the date you mail the form to the family. You MUST allow 14 days to consider the document – although families can sign whenever they feel comfortable doing so. The EFFECTIVE DATE/START DATE MUST ALWAYS MATCH UP WITH THE DEADLINE DATE ON THE PRIOR WRITTEN NOTICE.*

Prior Written Notice

Student Plans

The Notice Information was successfully entered/changed.

Mel Y Arneson
Student ID: **433443**
School: **Elementary School**

Grade: **EC**
Eval Age: **3 yrs, 0 mos**
Notice Date: **6/20/2008**

*Notice Date: 5/20/2008

This Proposal is for which Plan? IEP: 3/15/2008-3/15/2009 (Final)

○ *Given to ● *Mailed to on: 6/20/2008

*Deadline Date to return form: 7/4/2008

*Case Manager Name: 0011 Administrator

*Case Manager Position: District 0011 Administrator

*Case Manager Phone: 444-3333

[Submit] [Reset]

Prior Written Notification List

You can work with the Prior Written Notification List the same way that you work with other Student Guardians in the system.

*The guardian information is pulled directly from your student information system. As case manager, you can certainly edit information, however it will not save that date in the system.

1.	On Prior Written Notice Menu Bar, click Notification List. There must be at least one legal guardian.	The Notification List page is displayed where you can update or add guardians or include the case manager.

Prior Written Notification List

Mel Y Arneson
Student ID: **433443**
School: **Elementary School**

Grade: **EC**
Eval Age: **3 yrs, 0 mos**
Notice Date: **6/18/2008**

Add Other Notification
Include Case Manager
Update Current Guardians

Name	Relationship	Type	Address	City	Phone		
Mel Y Arneson	Self	Student	333 Main Street	Anytown	888-444-2222		
Mom and Dad	parents	Legal Guardian	123 Main St	Arden Hills		Edit	Delete

Prior Written Notice Proposals

*****DUE PROCESS NOTE:***
There are specific requirements related to each of the questions below.
1. *Action(s) Proposed: "The district proposes an increase in XX to support skills growth related to XX needs" OR "The district proposes to provide direct instruction related to XX (reading comprehension, articulation, etc.)*
2. *Explanation of Why: "The district proposes these services based on data indicating growth of XX skill has been limited" OR "Current data collection indicates student is on track to meet their goals/objectives at the end of this IEP."*
3. *Description of eval procedures: "The team considered previous and current NWEA data, MCA results, parent, student and classroom teacher concerns, previous intellectual, academic, transition assessment results." There is no need to identify the specific names of assessment tools.*
4. *Description of Other Options Considered: THERE ARE ALWAYS OPTIONS. You could consider more or less time, more or less objectives, add or delete a service such as OT (with their involvement), add or delete a goal. "The team considered increasing direct instruction to support reading comprehension growth, however this was rejected by the team. Instead, student will participate in a general education English class with accommodations.*
5. *Description of other FACTORS: Consider the child's medical status, if they are currently or just coming off medicine, is diagnosed with a mental health condition, or is of ELL status OR parents speak another language.*

9.	To pass the completeness check either the proposals **or** the refusals must be entered. Click on Notice Proposals on the menu bar.	Prior Written Notice Proposals screen is displayed

<table>
<tr><td colspan="2">

Proposals

Mel Y Arneson
Student ID: **433443**
School: **Elementary School**

Grade: **EC**
Eval Age: **3 yrs, 0 mos**
Notice Date: **6/18/2008**

Proposals

*Description of the action(s) proposed by the district:

* Explanation of why the district proposes to take the action:

*Description of each evaluation procedure, test, record, or report the district used as a basis for the proposed action:

*Description of any other options that the IEP team considered and the reasons why those options were rejected:

*Description of any other factors affecting the proposal:

</td></tr>
<tr>
<td>8.</td>
<td>Click submit if data is input or click on Notice Refusals</td>
<td>Select Notice Refusals on menu sidebar if necessary</td>
</tr>
</table>

Prior Written Notice Refusals

*DUE PROCESS NOTE:
NEVER COMPLETE THE REFUSAL PORTION OF THE PRIOR WRITTEN
NOTICE FORM WITHOUT FIRST SPEAKING WITH TODD OR WENDY.

9.	To pass the completeness check either the proposals **or** the refusals must be entered	Prior Written Notice Refusals screen is displayed

Completeness Check

10.	Click on 'Perform completeness check' link on Prior Written Notice menu	Click on Make Pending if ready to send to parents for signature

Prior Written Notice Completeness Check

Mel Y Arneson
Student ID: **433443**
School: **Elementary School**

Grade: **EC**
Eval Age: **3 yrs, 0 mos**
Notice Date: **6/18/2008**

		Section	Messages
Edit	✓	Student Information	Complete
Edit	✓	Notice Purpose	Complete
Edit	✓	Notification List	Complete: 1 Legal Guardian Notification
Edit	✓	Notice Proposals	Complete
Edit	✓	Notice Refusals	Warning only: No Refusal Details entered; OK, if Proposal details are entered.

Congratulations! Everything checks out on this Prior Written Notice!

You may now make this Prior Written Notice Pending if you wish.

[Make Pending] [Not Yet]

Print Prior Written Notice

11..	Click on 'Print Notice' link on Prior Written Notice menu	

cmERDC Public Schools X 3550 Lexington Ave Arden Hills, MN 55112	PRIOR WRITTEN NOTICE

Student Name: Mel Y Arneson   Date: 6/20/2008

School: Elementary School   Grade: EC   D.O.B.: 6/1/2005

Instructional Setting: Resource room (SpecEd Service 21% to 60%)

Disabilities: Physically impaired

Deadline for returning Parental Consent/Objection: 7/4/2008

Dear Mom and Dad

You are receiving this notice because the District is proposing and/or refusing the following changes in your child's identification, evaluation, educational placement, or provision of a free appropriate public education (FAPE) as follows:

Refusals

Description of the action(s) refused by the district:
     yada yada yada yada
Explanation of why the district refuses to take the action:
     yada yada yada
Description of each evaluation procedure, test, record or report the district used as a basis for refusing the requested action:
     yada yada yada yada
Description of any other options that the IEP team considered and the reasons why those options were rejected:
     yada yada yada yada
Description of other factors affecting the refusal:
     yada yada yada yada

Notice Information

When a district proposes or refuses to initiate or change the identification, evaluation, or educational placement of your child, or the provision of FAPE to your child, the district must serve written notice on you before the changes go into effect. This notice must be served on you within a reasonable time, and in no case less than 14 calendar days before the proposed effective date of change or evaluation. If this notice only includes a refusal of a request, it must be served on you within 14 calendar days of the date your request was made.
The district will not proceed with the initial placement and provision of services without your written consent.

Except for the initial placement and provision of services, the district will proceed with the proposed placement and provision of services unless you object in writing on the enclosed response form or otherwise in writing within 14 calendar days after you receive this notice or by the Deadline for Return Date listed above..

If you refuse to provide written consent for initial evaluation or initial placement or object in writing to any proposal, or if the district refuses to initiate or change the identification, evaluation, or educational placement or the provision of a free appropriate public education to your child, you parent may request a conciliation conference to resolve any disagreements about the proposal or refusal.

The district must provide you with a copy of the proposed IEP whenever the district proposes to initiate or change the content of the IEP.

Follow Up (Parent Consent/Objection)

Once a Prior Written Notice document is in pending status, parent/guardian signatures need to be obtained indicating their agreement or disagreement with the proposal. The plan type column indicates which plan the PWN is linked to.

Without parental consent, the document is still in pending mode. The document can be changed back to draft mode so that it can be deleted.

1.	When the Parent Consent/Objection form is signed and returned by the parents/guardians the Prior Written Notice can be finalized	Note: Pending Prior Written Notice documents will appear in tickler list
2.	Click the Pending link in the Prior Written Notice documents table and change to final.	The Parent Approval/Denial screen will display.
3.	Click in the radio buttons to indicate the parent's agreement or disagreement with the proposal.	Click in the date received box and enter the appropriate date.
4.	Click the Submit button.	The page is redisplayed with a success message and notice status is final.

Follow Up (Parent Approval) – Not Implemented

Parent/guardian signatures need to be obtained indicating their agreement or disagreement with the proposal. If it is determined that the Prior Written notice does not need to be implemented or it can be deleted the following needs to be done.

Without parental consent, the document is still in pending mode. The document can be changed back to draft mode so that it can be deleted or it can be changed to Not Implemented.

Not Implemented

1.	Click on Final Link, change status to Not Implemented	The Not Implemented function is only used for Prior Written Notice documents that have parent signatures and the notice is in final status mode.
2.	The Prior Written Notice Status screen is displayed	Input status reason for not implementing the Prior Written Notice