

PRIOR WRITTEN NOTICE (PWN)

Clear

Concise

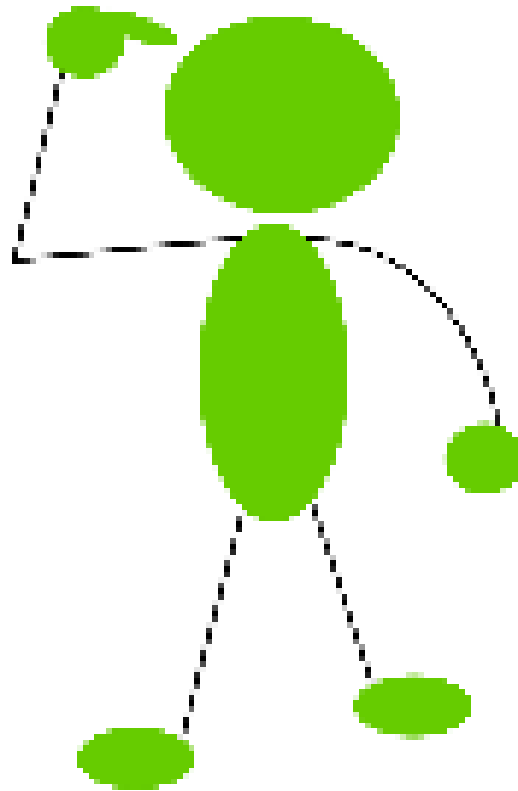
Compliant



Objectives

- To be aware of the legal requirements of a Prior Written Notice (PWN)
- To understand the purpose of a PWN
- To identify the components of a PWN
- To recognize, document and respond appropriately to parent proposals
- To individualize and strengthen justifications in PWNs

Quiz: True or False?



What Is The Legal Basis?

IDEA (300.503 (b), (1), (2), (3))

The notice must include ...

- A description of the action proposed or refused by the agency;
- An explanation of why the agency proposes or refuses to take the action;
- A description of each evaluation procedure, assessment, record or report the agency used as a basis for the proposed or refused action

What Needs To Be Included?

- Setting
- Services
- Service time
- Graduation options for transition IEP
- All proposals made by the parents

How Many Parties To An IEP?

- The IEP Team consists of two parties: the parents and the District/LEA
- Although the District/LEA side is more multi-faceted, it still comprises only one of the two parties at the meeting

Who Makes Proposals?

- Proposals come from the District/LEA or the parents
- Proposals are accepted or rejected only by the District/LEA
- Reasons for acceptance or rejection must be documented
- Specify in the PWN who is making the proposal (parent or District/LEA)

How Do You Document?



- Complete and accurate documentation of proposals and reasons for accepting or rejecting is essential
- Review and analyze data to make decisions

Required Components of a PWN

- Evaluation procedure
- Assessment
- Record or
- Report

Evaluation Procedure

- Initial evaluations (diagnostic, psychological, related service)
- Reevaluations
- Independent evaluations
- Parent provided evaluations

Assessment

- State assessments
- District assessments
- Curriculum based assessments
- Consider recommended intervention time for specialized curricula based on academic assessment in core content area

Record

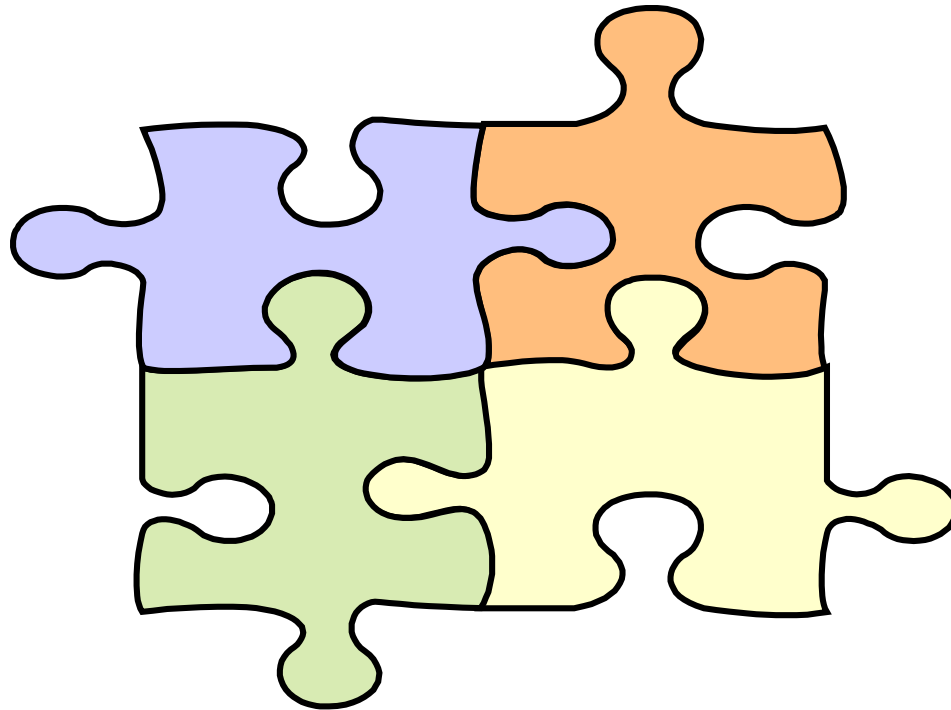
- Progress on IEP goals
- Current academic performance data
- Current behavioral data (if applicable)
- Determine appropriate time for academic instruction based on individual student's needs to remediate specific skills

Report

- Analyze daily schedule to determine which portions of the day may be appropriate for regular education setting
- Current accommodations
- Functional skills (participation, social skills, behavior, independence, communication, etc.)
- Parent reported information

Activity

- Breaking down the components of a PWN



Sample Justification for SLP Services

- Evaluation Procedure
 - Initial diagnostic evaluation or re-evaluation
- Assessment
 - Speech or language assessment
- Record
 - Data collected during therapy
- Report
 - Teacher report of speech or language skills in the classroom

How Do You Individualize?



- Justification for decisions must be individualized and based on what we know about the child (every child does not need the same supports)
- Decisions must be based on needs of the child, not parental preference or administrative convenience
- Always consider the regular education setting first when determining LRE

How Do You Individualize? (cont.)

- Consider Universal Design for Learning (UDL) to support access to the general education curriculum
- Sentence starters are okay; canned statements are not

Documenting Parent Proposals

- Recognize explicit and less obvious proposals
- Respond with the focus on individual student rather than current practice or available resources
- Ask questions to clarify and gain understanding

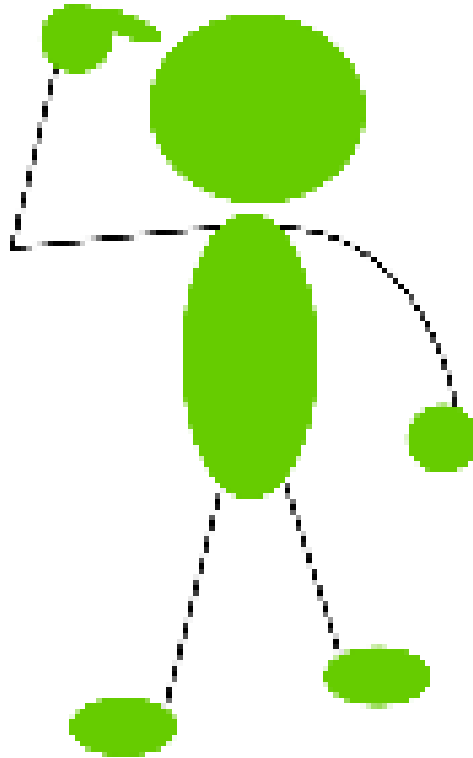
What If The Parent Disagrees?

- Be sure to document all parent proposals in the PWN
- If the parent and District/LEA disagree, it is ultimately the district's responsibility to decide whether to accept or reject a parent proposal
- Inform parents of procedural safeguards

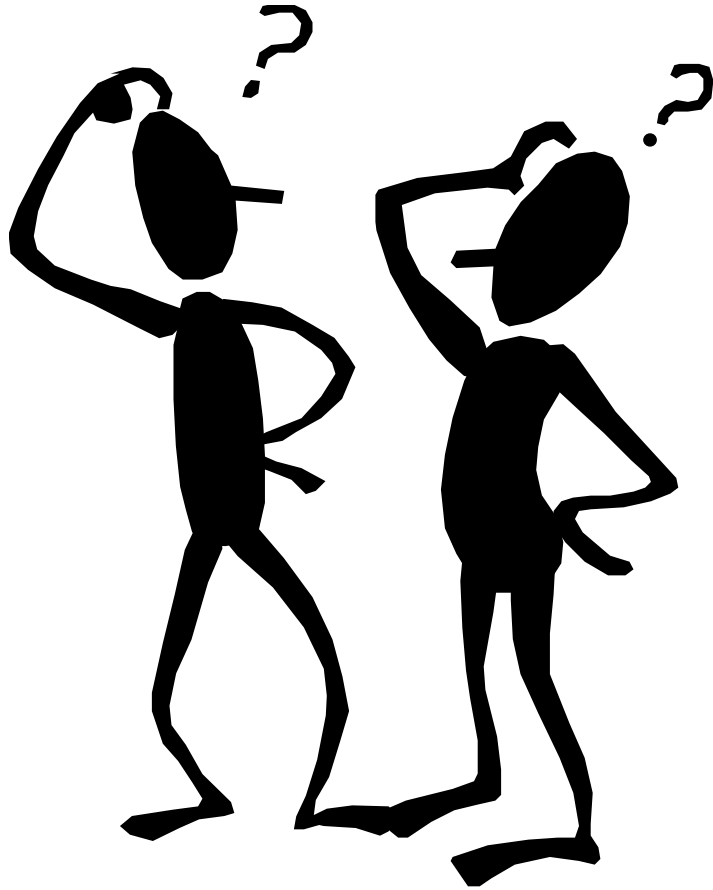
Helpful Hints

- For complex IEPs, have two people doing the documentation: one working on the IEP, one working on the PWN
- If the district rejects a parent proposal, the IEP Team may propose another way to address the underlying parent concern
- For contentious meetings, consider reviewing each proposal once the decision has been made

Quiz: How Did You Do?



Questions?



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