

Prior Written Notice

The purpose of a prior written notice (PWN) is to provide documentation of the proposed or refused actions made by school or the Local Educational Agency (LEA). The PWN informs the parents of the school's rationale for taking or not taking a particular action. PWN should be given to the parent for evaluation/reevaluations, identification of eligible category, placement decision, or for the provision of FAPE (Free Appropriate Public Education).

- The PWN should include the following 7 elements:
 - o 1) description of the action proposed or refused by the LEA
 - o 2) explanation of why the LEA proposed or refused to take the action
 - o 3) description of any other options the IEP team considered and the reasons for the rejection of those
 - o 4) a description of each evaluation, assessment, or record the LEA used as a basis for the proposed or refused action
 - o 5) description of other factors relevant to the LEA's proposal or refusal
 - o 6) a statement about parent's procedural safeguards under the Virginia regulations
 - o 7) sources for parents to contact in order to obtain assistance in understand the provisions of the notice requirement
- PWN should be given to the parent within a reasonable time frame.
- The PWN notice is written by the school based on information provided by the parents and other members of the IEP team.
- The PWN should be provided to the parent in writing. The regulations do not require a specific form or formal letter to be used.
- It is important to note that any time a change is proposed to a student's services or placement, a prior written notice should be provided.
- It is important to keep all prior written notices from your child's meetings in order to maintain proper documentation of your child's record.