

# Prior Written Notice (PWN)

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## Did You Know?!

The Prior Written Notice (PWN) is a powerful tool for the parent and the school district.

## Did You Know?!

The Prior Written Notice (PWN) is a confusing term.

## Did You Know?!

The school district **must** send the parent a Prior Written Notice (PWN) **any time** it adds, changes or denies educational services, including if they want to change the student's placement.

## Did You Know?!

The school district **must** send the parent a Prior Written Notice (PWN) if they are denying a parent request. The Prior Written Notice (PWN) **must** explain why they are denying the parent request.

## Did You Know?!

The school district **must** send the parent a Prior Written Notice (PWN) after a decision has been made but **before** it is implemented.

## Did You Know?!

If the school district does not send a Prior Written Notice (PWN), they are violating the law.

## Did You Know?!

The details of a Prior Written Notice (PWN) can be found under Washington Administrative Code (WAC), WAC 392-172A-05010. **Prior notice and contents.** You may also find it under the Individuals with Disabilities Education Act (IDEA), 34 CFR 300.503. **Prior notice by the public agency; content of notice.**

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It is easier to take the word "Prior" out of Prior Written Notice (PWN) and make it "Written Notice". The "Prior" can be confusing. **Think of "Prior" as in before something happens.**

Under the Individuals with Disabilities Education Act (IDEA) the school district is required to give the parent written notice whenever they:

- Propose to change or begin anything
- Refuse to change or begin anything

The school district must issue a Prior Written Notice (PWN) **every time** the Individualized Education Program (IEP) team changes a student's Individualized Education Program (IEP).

The school district must provide the parent with the Prior Written Notice (PWN) in a "reasonable time" before the school district proposes or refuses to initiate or change the identification, evaluation, placement or provision of a Free Appropriate Public Education (FAPE) to a student.

**Important:** Most parents do not use the Prior Written Notice (PWN) or understand the importance of reading the Prior Written Notice (PWN) when it is sent to them. The parent **must** review it.

**Did You Know?!**

The Prior Written Notice (PWN) is a crucial document especially when the parent and the school district are not in agreement.

**Did You Know?!**

If the parent does not agree with the Prior Written Notice (PWN) they must notify, in writing, the school district, listing what is incorrect and/or missing.

**Important:** The Prior Written Notice (PWN) is to be given to the parent **before** a change in order for the parent to be given the opportunity to disagree. Objections must be in writing.