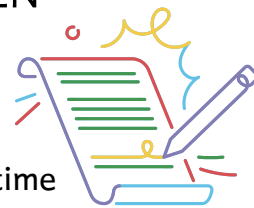


A PARENT'S RIGHT TO: PRIOR WRITTEN NOTICE



WHAT IS PRIOR WRITTEN NOTICE (PWN)?



Prior Written Notice (PWN) is a written explanation the school must send you anytime they plan to change or say “no” to something about your child’s IEP services or placement—and they must give it before the change happens.



WHEN MUST YOU RECEIVE IT?

You must receive PWN when the school proposes or refuses to:

- Change how your child is identified for special education
- Conduct an evaluation or re-evaluation
- Change your child’s placement
- Change how your child receives a free and appropriate public education (FAPE)



WHY IT MATTERS

- You get time to consider changes
- You have a written record of decisions
- Useful for mediation, state complaints, or due process requests if you disagree

You are an IEP team member and your voice matters—that’s why PWN exists!



WHAT SHOULD IT INCLUDE?

A PWN should be in your language or otherwise explained so you understand it clearly. It must contain the following information:

1. What the school is proposing or saying “no” to
2. Why they made that decision
3. What data or tests they used to decide
4. Other options the team considered
5. Why those other options were rejected
6. Other important factors that influenced the decision
7. Information about your rights and how to get a copy of the Procedural Safeguards



IF YOU DISAGREE

- Ask for clarification
- Request a meeting
- Ask for revisions
- Use IDEA dispute resolution options (mediation, a state complaint, or due process)
- You can request PWN anytime the school refuses something you requested



RESOURCES

- [Special Education Rights for Parents and Students | Wisconsin Department of Public Instruction](#)
- [IDEA 2004: Procedural Safeguards Notice \(MS Word\)](#)
- [34 CFR § 300.503: Sec. 300.503 Prior notice by the public agency; content of notice – Individuals with Disabilities Education Act](#)
- [Special Education Resources For Children Wisconsin | WI FACETS](#)
- Not in Wisconsin? [Find Your Parent Center – Center for Parent Information and Resources](#)

CONTACT US FOR HELP



(877) 374-0511



www.wifacets.org



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EXAMPLE

A parent asks the school to evaluate their child for special education because the child is struggling with reading. During a meeting, the school says an evaluation is not needed.



WHEN PWN APPLIES

The school is refusing to evaluate the child.

WHAT THE PARENT CAN DO

The parent can ask the school to provide Prior Written Notice explaining why the evaluation was refused and what information the school used to make that decision.



HOW TO ASK FOR PRIOR WRITTEN NOTICE

YOU CAN SAY THIS IN A MEETING, EMAIL, OR PHONE CALL:

“Can I please receive Prior Written Notice for this decision? I would like something in writing that explains what was decided and why.”

**DO YOU HAVE QUESTIONS ABOUT SPECIAL
EDUCATION? CALL THE WI FACETS HELP DESK
AT (877) 374-0511**



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