

Prior Written Notice Request Letter

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What is Prior Written Notice (PWN)?

Under IDEA, the school must provide you with Prior Written Notice whenever they propose OR refuse to change your child's identification, evaluation, placement, or services. If they say "no" to your request, they **MUST** put it in writing and explain why.

This is one of your most powerful tools as a parent advocate. A PWN request forces the school to document their decision and reasoning, creating an official record.

Letter Template

Date: _____

To (Special Education Director or Principal): _____

School/District Name: _____

Address: _____

RE: Request for Prior Written Notice

Student Name: _____

Date of Birth: _____

Dear [Name],

I am writing to formally request Prior Written Notice pursuant to IDEA Section 615(b)(3) and 34 CFR 300.503 regarding the following:

My Request/Proposal

(Describe what you asked the school to do, or what the school is proposing to change):

School's Response

(Describe how the school responded - did they agree, refuse, or not respond?):

Per federal law, the Prior Written Notice must include:

1. A description of the action proposed or refused
2. An explanation of why the school proposes or refuses the action
3. A description of each evaluation, assessment, record, or report used as a basis
4. A statement of parental protections under procedural safeguards
5. Sources for parents to obtain assistance in understanding their rights
6. A description of other options the IEP team considered and why they were rejected
7. A description of other factors relevant to the decision

Please provide this Prior Written Notice within 10 business days. If you have questions, please contact me at the information below.

Sincerely,

Your Name: _____

Phone: _____

Email: _____

cc: Student's Educational File

Send this letter via email AND certified mail. Keep copies of everything. If the school does not respond within 10 days, follow up in writing. This template is from AdvocateNest - advocatenest.polsia.app