

## **2.006.03 Prior Written Notice**

### **What is Prior Written Notice?**

Prior written notice is a letter that is sent to parents/legal guardians indicating two possible situations:

- (1) the Clerc Center proposes to initiate or change the identification, evaluation, or educational placement of the student or the provisions of FAPE to the student ; or
- (2) the Clerc Center refuses to initiate or change the identification, evaluation, or educational placement of the student or the provision of FAPE to the student.

### **What needs to be included in Prior Written Notice?**

Several things need to be included in the prior written notice that is sent to parents/legal guardians:

- (1) Description of the action that the Clerc Center proposes or refuses to take;
- (2) Explanation of why the Clerc Center is proposing or refusing to take that action;
- (3) Description of each evaluation procedure, assessment, record, or report the Clerc Center used in decided to propose or refuse the action;
- (4) Description of any other choices that the Clerc Center considered and the reasons why those choices were rejected;
- (5) Description of other reasons why the Clerc Center proposed or refused the action;
- (6) Resources for the parents to contact for help in understanding Part B of the IDEA;
- (7) A statement that the parents have protections under the IDEA procedural safeguards, and if the notice is not an initial referral for evaluation, how the parent can obtain a copy of a description of the procedural safeguards.

### **Who sends the Prior Written Notice?**

The prior written notice is sent to parents/legal guardians through the office of the IEP/Educational Planning Team.

***All Prior Written Notice letter templates can be found in the SEAS IEP software.***