



# PRIOR WRITTEN NOTICE (PWN)

TIP SHEET



Prior Written Notice tells you what action the school is proposing or refusing to take, why, and what information was used to reach the decision.

This includes:

- ✓ Telling you other options the school considered and why they were rejected.
- ✓ Describing each evaluation procedure, test, record, or report used as a basis for the action being proposed or refused.
- ✓ Describing any other factors that are relevant to what the school is proposing or refusing to do.
- ✓ Unless you disagree, the changes will go into effect in 10 school days.

## OPTIONS:

- ✓ If you have questions about the PWN, you can email the IEP team for clarification.
- ✓ You may request a copy of the IEP at any time.

Once you have reviewed and are clear about the proposed changes, if you still disagree, your options are to:

- ✓ Put the disagreement in writing and request another IEP meeting with the Special Education Director to attempt to reach an agreement.

OR:

- ✓ In writing, inform the IEP team that you disagree and are beginning formal dispute resolution. Then, you would initiate that step by calling the RI Department of Education Special Education Call Center at (401) 222-8999.

## MORE INFORMATION

Please click on the links below:

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➤ [RIDE: When Schools and Families Do Not Agree](#)

## HELPFUL WEBINARS

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➤ [Parental Rights in RI's Special Education System](#)

➤ [Procedural Safeguards](#)

➤ [Dispute Resolution](#)