

## ***Understanding Prior Written Notice (PWN): What Parents Need to Know***

### ***Prior Written Notice***

When a school proposes or refuses an action related to your child's special education services, they must provide a Prior Written Notice (PWN). This notice must be:

- Clear and in writing
- **Provided before** the school takes action (at least 5 days in most states)

### ***Prior Written Notice Must Include:***

- What the school is proposing or refusing to do
- The reasons for the decision
- The evaluation data or assessments used to support the decision
- Other options that were considered and why they were rejected
- Information on your rights, including how to challenge the decision
- How to obtain a copy of your procedural safeguards (parent rights)

### ***Common Situations When You Should Receive a PWN***

- After an IEP meeting when changes are proposed
- If you request an evaluation and the school declines
- If services, supports, or placement are going to change

Knowing what PWN must include helps you stay informed and involved. It's one more way to make sure your voice is heard and your child gets the support they deserve.

