**A CHECKLIST OF WHEN TO PROVIDE PRIOR WRITTEN NOTICE (PWN)**

**Note:** IDEA requires a PWN to be provided to parents when a school **proposes or refuses**, to initiate or change identification, evaluation, placement, or provision of FAPE. This checklist is a guide and is not an exhaustive list of actions that may trigger provision of a PWN. This list attempts to sort out which common actions (either proposed or refused) generally trigger the need for a PWN. However, some of the actions marked *NO* could be viewed subjectively by IEP team members or influenced by the scope of the change being made. **When in doubt, provide a PWN**.

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| **Does the event/action require a Prior Written Notice?** | **YES** | **NO** |
|  **IDENTIFICATION/EVALUATION** |
| Intervention strategies provided in general education |  | X |
| Child Find activities |  | X |
| Screening activities |  | X |
| School-based intervention team activities |  | X |
| Referral for initial evaluation | X |  |
| Change in or addition of categorical identification under IDEA | X |  |
| Collection of new data for initial evaluation or reevaluation | X |  |
| Review of existing data |  | X |
| Administration of statewide or district wide assessments |  |  X |
| Request for an Independent Educational Evaluation (IEE) | X |  |
| Refusal of Independent Educational Evaluation (IEE) | X |  |
| Determination of eligibility upon completion of initial evaluation or reevaluation (w or w/o assessment) | X |  |
| Changes in eligibility following a reevaluation | X |  |
| Refusal of a parent request to conduct an initial evaluation or reevaluation | X |  |
| Observation for evaluation purposes (including conducting a FBA for an individual student) | X |  |
|  **EDUCATIONAL PLACEMENT** |
| Initial placement into special education | X |  |
| Initial provision of special education services | X |  |
| Any change in educational placement/least restrictive environment | X |  |
| Graduation with regular diploma or with a diploma earned by meeting adapted requirements | X |  |
| Aging out of special education at age 21 without earning a diploma | X |  |
| Disciplinary removal of NOT more than 10 consecutive school days |  | X |
| Disciplinary removal of more than 10 consecutive school days | X |  |
| Disciplinary removal of more than 10 cumulative school days with a pattern | X |  |
| Disciplinary removal to interim alternative educational setting for no more than 45 days | X |  |
| Change in classroom assignment when both classrooms provide the same educational setting |  |  X |
| **PROVISION OF FREE APPROPRIATE PUBLIC EDUCATION (FAPE)** |
| Progress monitoring on annual goals |  | X |
| Revise an existing goal in a student’s IEP |  | X |
| Add or delete an annual goal in a student’s IEP | X |  |
| Any increase or decrease in a special education service and/or related service(s) | X |  |
| Refusal to increase/decrease any special education and/or related service(s) upon parent request | X |  |
| Deletion or addition of a special education and/or related service | X |  |
| Change in how the student will participate in statewide assessments (MAP vs MAP-A) | X |  |
| Changes in accommodations/modifications used in classroom or on state/district assessments | X |  |
| Increase or decrease to supplementary aids and services or support for school personnel listed on IEP | X |  |
| Revision of the IEP to include Extended School Year (ESY) services | X |  |
| Refusal to provide Extended School Year (ESY) services upon parent request | X |  |
| Addition or deletion of a BIP or changes to existing BIP  | X |  |
| Refusal of any parent request to revise any part of the IEP  | X |  |

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