

Prior Written Notice Review Guide

Understand the written explanation of a school proposal or refusal

Prior written notice should explain

- The action the school proposes or refuses.
- Why the school proposes or refuses the action.
- Each evaluation, assessment, record, or report used as a basis.
- Other options considered and why they were rejected.
- Other factors relevant to the decision.
- Where parents can obtain help understanding IDEA protections.

Review questions

- Does the notice match what happened in the meeting?
- Is the specific request or proposal accurately described?
- Are the reasons and supporting data clear?
- Were reasonable alternatives documented?
- Is anything important missing or factually incorrect?

My review

Action proposed or refused	
Reason provided	
Evidence cited	
Alternatives considered	
My follow-up question	

Important: This educational resource provides general information and is not legal advice or legal representation. Special education procedures and timelines may vary by state. Review your state safeguards and consult a qualified professional about your circumstances.

Primary reference: Individuals with Disabilities Education Act regulations, 34 CFR Part 300, and U.S. Department of Education IDEA resources at sites.ed.gov/idea.