

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

Note: This checklist is a guide and is not an exhaustive list of actions. Changes in the IEP that impact provision of a free appropriate public education (FAPE) require prior written notice before the change. This list attempts to sort out which actions generally result in a change in FAPE. 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.

Does the event/action require a Prior Written Notice?	YES	NO
<b>IDENTIFICATION/EVALUATION</b>		
Intervention strategies provided in general education		X
Child Find activities		X
Referral for initial evaluation	X	
Refusal of a parent request to conduct an initial evaluation or reevaluation	X	
Review of existing data		X
School-based intervention team activities		X
Administration of statewide or districtwide assessments		X
Screening done with all students of the same grade/age in accordance with district plan		X
Screening done with only one student, making it an individual assessment	X	
Observation for evaluation purposes (including conducting a FBA for an individual student)	X	
Collection of new data for initial evaluation or reevaluation	X	
Change in or addition of categorical identification under IDEA	X	
Determination of eligibility upon completion of initial evaluation or reevaluation (w or w/o assessment)	X	
Changes in eligibility following a reevaluation	X	
Request for an Independent Educational Evaluation (IEE)		X
<b>EDUCATIONAL PLACEMENT</b>		
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	
<b>PROVISION OF FREE APPROPRIATE PUBLIC EDUCATION (FAPE)</b>		
Deletion or addition of a special education and/or related service	X	
Change in existing goals or objectives to a student's IEP		X
Addition or deletion of an annual goal to a student's IEP	X	
Any increase or decrease in a special education service and/or related service(s)	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	
Change in course schedule		X
Refusal to increase/decrease any special education and/or related service(s) upon parent request	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 for new behavior	X	
Revision to existing BIP when target behavior remains the same		X