



### According to IDEA Sec. 300.503, Prior Written Notice must document the following:

#### Proposed or Refused Changes

- › Parents must receive written notice, within a reasonable amount of time, of a decision regarding a change in the identification, evaluation, or educational placement of the child, or the provision of a Free and Appropriate Public Education (FAPE) to the child.

#### Describe and Explain

- › Ensure that the action being documented is fully described.
- › Explain the reasoning behind the decision.
- › Describe any evaluation procedure, assessment, record, or report data that is being used to support the decision.
- › Document any other options the IEP team considered.
- › Describe all other relevant factors to the decision being made.

#### Contact Information

- › If parents have questions or concerns regarding any information documented in the written notice, document who they should contact.
- › The school should document the parent and student's rights and who to contact in order to obtain a copy of their procedural safeguards.

#### Contact Information

- › Ensure that the language used in the written notice is understandable to the general public.
- › The notice should be in the parent's native language or other mode of communication.

**When in doubt, send it out!**  
**Remember: The Written Notice should be written after a meeting regarding decisions that were made.**

The contents of this handout were developed under a grant from the U.S. Department of Education. However, the content does not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the federal government.

Oklahoma State Department of Education, Special Education Services (405) 521-3351 | <http://sde.ok.gov/sde/special-education>