



CONNECTICUT STATE DEPARTMENT OF EDUCATION

**CT-SEDS  
IEP Preview Series  
March 21, 2022**

*Session recorded*



**CONNECTICUT STATE DEPARTMENT OF EDUCATION**

## **SESSION 3: Prior Written Notice**

# Welcome and Introductions

**Bryan Klimkiewicz, Special Education Division  
Director**

**[New IEP/CT-SEDS](#) (posted  
sessions)**

**Natalie Jones, Bureau of Special Education  
Education Consultant**

**Michael Tavernier, Bureau of Special Education  
Education Consultant**



## Learning Targets

- Understand the new Prior Written Notice document
- Preview of how CT-SEDS supports the creation of the Prior Written Notice document
- Answer your questions



**Ask Questions**

Throughout the presentation  
add questions to the Q&A  
Panel



## WHY

- 1. To support and assist educators in the transition from their current IEP system/process.**
- 2. To support and assist educators for the Go-Live launch of CT-SEDS on July 1, 2022.**
- 3. To provide an opportunity for you to share your questions related to Prior Written Notice.**



# Purpose of Prior Written Notice (PWN)

**PURPOSE:** As a parent/guardian of a student suspected of needing or receiving special education services, the school district is required to provide you with prior written notice whenever it proposes or refuses to initiate or change the identification, evaluation, educational placement or provision of a free and appropriate public education (FAPE) to your child. This notice should be given to you after a school district makes a decision and 10 school days before action is taken on the decision, unless the school district and you both agree to waive the 10-day notice.

Provide Prior Written Notice when the district **proposes or refuses a request** to initiate or change:

- identification (eligibility)
- evaluation
- educational placement; or
- provision of FAPE (IEP)



# Current PWN

Student: \_\_\_\_\_ Last Name, First Name      DOB: \_\_\_\_\_ mm/dd/yyyy      District: \_\_\_\_\_      Meeting Date: \_\_\_\_\_ mm/dd/yyyy

## PRIOR WRITTEN NOTICE

Actions Proposed	Reasons for proposed actions	Evaluation procedure, assessment, records, or reports used as a basis for the actions proposed (dated)	Date these actions will be implemented
	<input type="checkbox"/> Educational performance supports proposed actions <input type="checkbox"/> Evaluation results support proposed actions <input type="checkbox"/> Previous IEP goals and objectives have been satisfactorily achieved <input type="checkbox"/> Student has met Exit Criteria <input type="checkbox"/> Other _____ _____ _____	<input type="checkbox"/> Achievement _____ <input type="checkbox"/> Adaptive _____ <input type="checkbox"/> Classroom Observation _____ <input type="checkbox"/> Cognitive _____ <input type="checkbox"/> Communication _____ <input type="checkbox"/> Developmental _____ <input type="checkbox"/> Health/Medical _____ <input type="checkbox"/> Motor _____ <input type="checkbox"/> Report Cards _____ <input type="checkbox"/> Review of Records _____ <input type="checkbox"/> Social Emotional Behavior _____ <input type="checkbox"/> Teacher Reports _____ <input type="checkbox"/> Other (specify and dated) _____	
	<input type="checkbox"/> Educational performance supports refusal <input type="checkbox"/> Evaluation results support refusal <input type="checkbox"/> Previous IEP goals and objectives have been satisfactorily achieved <input type="checkbox"/> Student has met Exit Criteria <input type="checkbox"/> Other _____ _____ _____	<input type="checkbox"/> Achievement _____ <input type="checkbox"/> Adaptive _____ <input type="checkbox"/> Classroom Observation _____ <input type="checkbox"/> Cognitive _____ <input type="checkbox"/> Communication _____ <input type="checkbox"/> Developmental _____ <input type="checkbox"/> Health/Medical _____ <input type="checkbox"/> Motor _____ <input type="checkbox"/> Report Cards _____ <input type="checkbox"/> Review of Records _____ <input type="checkbox"/> Social emotional Behavior _____ <input type="checkbox"/> Teacher Reports _____ <input type="checkbox"/> Other (specify and dated) _____	
<b>Other options considered and rejected in favor of the proposed actions</b> <input type="checkbox"/> Full-time placement in general education with supplementary aids and services. <input type="checkbox"/> No other options were considered and rejected. <input type="checkbox"/> Other options considered and rejected in favor of this action: _____	<b>Rationale for rejecting other options</b> <input type="checkbox"/> Options would not provide student with an appropriate program in the least restrictive environment <input type="checkbox"/> Other (specify) _____ _____ _____	<b>Other factors that are relevant to this action</b> <input type="checkbox"/> There are no other factors that are relevant to the PPT decision <input type="checkbox"/> Information/concerns shared by the parents <input type="checkbox"/> Information/preferences shared by the student <input type="checkbox"/> Other (specify) _____ _____	<b>Exit Information</b> <input type="checkbox"/> Date of exit from Special Education _____ <input type="checkbox"/> Returning to general education <input type="checkbox"/> Reason for exiting Special Education: _____
<p><b>Parents please note:</b> Under the procedural safeguards of IDEA, a copy of the <u>Procedural Safeguards in Special Education</u> shall be given to the parents of a child with a disability only one time per year, except that a copy also shall be given to the parents: 1) upon initial referral or parental request for evaluation, 2) upon the first occurrence of the filing of a complaint under Section 615(b)(6), 3) upon request by a parent, and 4) upon a change of placement resulting from a disciplinary action. A copy of <u>Procedural Safeguards in Special Education</u> which explains these protections <input type="checkbox"/> <b>was made available previously this school year (date) _____</b> <input type="checkbox"/> <b>is enclosed with this document.</b> A copy of <u>Procedural Safeguards in Special Education</u> is available on school district website: <a href="http://www">http://www</a> [Delete if not available on line]. If you need assistance in understanding the provisions of IDEA, please contact your child's principal, the district's special education director or the CT's federally designated Parent Training and Information Center (CPAC at 800-445-2722). For a copy of "A Parent's Guide to Special Education in CT" and other resources contact SERC (800-842-8678) or go to <a href="https://portal.ct.gov/SDE/Special-Education/Special-Education-Resources-for-Families">https://portal.ct.gov/SDE/Special-Education/Special-Education-Resources-for-Families</a>.</p>			





# New PWN Document

## Prior Written Notice

**PURPOSE:** As a parent/guardian of a student suspected of needing or receiving special education services, the school district is required to provide you with prior written notice whenever it proposes or refuses to initiate or change the identification, evaluation, educational placement or provision of a free and appropriate public education (FAPE) to your child. This notice should be given to you after a school district makes a decision and 10 school days before action is taken on the decision, unless the school district and you both agree to waive the 10-day notice.

To: \_\_\_\_\_  
Parent/Guardian/Adult Student

Date: \_\_\_\_\_  
Re: \_\_\_\_\_  
SASID: \_\_\_\_\_

### ACTION(S) PROPOSED/REFUSED

OSEP District 1 is providing notice of the following:

- |   |   |  |
|---|---|--|
| 1. <input checked="" type="checkbox"/> The District is proposing to | 2. <input checked="" type="checkbox"/> initiate | 3. <input type="checkbox"/> identification/eligibility |
| <input type="checkbox"/> The District is refusing the request to    | <input type="checkbox"/> change                 | <input checked="" type="checkbox"/> an evaluation      |
|   |   | <input type="checkbox"/> an educational placement      |
|   |   | <input type="checkbox"/> the provision of FAPE (IEP)   |

### DESCRIPTION / REASON

**Description/Reason of the proposed or refused action:**

Description is entered here

**The reason for proposing or refusing to take action is:**

Reason is entered here

**Description (including the date) of each evaluation procedure, assessment, record, or written report the school district used as a basis for the proposed/refused action:**

Evaluation data is entered here

**Date this action will take effect**

03/18/2022

**Other options the PPT considered and rejected**

- Instruction in the general education environment with supplementary aids and services
- No other options were considered and rejected
- Other

**Reason for rejecting other options**

- The student would not receive an appropriate program in the least restrictive environment.
- Other

**Other factors that are relevant to this action**

- There are no other factors that are relevant to the PPT decision
- Other

**PLEASE NOTE:**

Parents have a right to disagree with what is being proposed or refused by the district and may access the due process options described in the procedural safeguards of the IDEA. A copy of the procedural safeguards can be obtained by contacting CDSE Team at 777-888-9999 or emailtest@email.com .

This notice must be provided in the native language of the parent or other mode of communication used by the parent unless it is clearly not feasible to do so.

For assistance with understanding the provisions of the IDEA, please contact the district's special education director or the state's Parent Training and Information Center: Connecticut Parent Advocacy Center (CPAC) at 860-739-3089 or 1-800-445-2722; E-mail: cpac@cpacinc.org

- This notice was:**
- provided to Parent at the PPT meeting
  - hand delivered
  - mailed
  - e-mailed
  - sent electronically to the parent portal



## Changes

- Separate document – no longer part of IEP
- Format
- Includes Purpose Statement
- Actions proposed and refused use checkboxes that align with regulatory language
- Supporting information – text boxes instead of checkboxes



## What is NOT changing

- More than one PWN may be required if the district proposes or refuses multiple actions (similar to having more than one “Page 3”)
- Must be provided to parent at least 10 days before action is taken
- The 10 day notice may be waived by the parent
- PWN requirements remain the same – similar content



# CT-SEDS INTERFACE

▼ Eligibility Determination

[ENTER ELIGIBILITY DETERMINATION](#)

[CREATE PRIOR WRITTEN NOTICE](#)



Click "Enter Eligibility Determination" to indicate whether the student meets or does not meet the eligibility criteria requirements.

In consideration of the reported information, the evaluation team finds

SAVE



# CT-SEDS INTERFACE

## Create Prior Written Notice



Complete all of the following data fields to create a Prior Written Notice document. A separate Prior Written Notice document must be created for each action the district is proposing or refusing.

Student

Lyndsay Yee

Date

03/18/2022



Parent/Guardian(s)

Jim Yee

### CT Training District is providing notice of the following

1

- The District is proposing to
- The District is refusing the request to

2

- initiate
- change

3

- identification/eligibility
- an evaluation
- an educational placement
- the provision of FAPE (IEP)

# CT-SEDS INTERFACE

## Description / Reason

Description of the proposed or refused action:

(Required)

The reason for proposing or refusing to take action:

(Required)

Description (including the date) of each evaluation procedure, assessment, record, or written report the school district used as a basis for the proposed/refused action:

(Required)

# CT-SEDS INTERFACE

Date this action will take effect

03/22/2022



The parent agrees to waive the 10-day waiting period before the above proposed action takes effect and agrees that such action shall be implemented on the date indicated here.

## PLEASE NOTE:

Parents have a right to disagree with what is being proposed or refused by the district and may access the due process options described in the procedural safeguards of the IDEA. A copy of the procedural safeguards can be obtained by contacting CDSE Team at 777-888-9999 or [emailtest@email.com](mailto:emailtest@email.com).

This notice must be provided in the native language of the parent or other mode of communication used by the parent unless it is clearly not feasible to do so.

For assistance with understanding the provisions of the IDEA, please contact the district's special education director or the state's Parent Training and Information Center: Connecticut Parent Advocacy Center (CPAC) at 860-739-3089 or 1-800-445-2722; e-mail: [cpac@cpacinc.org](mailto:cpac@cpacinc.org)



**WAIVER:** The parent agrees to waive the 10-day waiting period before the above proposed action takes effect and agrees that such action shall be implemented on the following date: 03/22/2022

# CT-SEDS INTERFACE

## Other options the PPT considered and rejected:

- Instruction in the general education environment with supplementary aids and services
- No other options were considered and rejected
- Other

(Required)

## Reason for rejecting other options:

- The student would not receive an appropriate program in the least restrictive environment.
- Other

(Required)

## Other factors that are relevant to this action:

- There are no other factors that are relevant to the PPT decision
- Other

(Required)



# CT-SEDS INTERFACE

This notice was:

provided to Parent at the PPT meeting

e-mailed

(Required)

hand delivered

sent electronically to the parent portal

mailed

Include Spanish Translated Document

SAVE

CREATE DRAFT

CREATE FINAL

# New PWN Document

## Prior Written Notice

**PURPOSE:** As a parent/guardian of a student suspected of needing or receiving special education services, the school district is required to provide you with prior written notice whenever it proposes or refuses to initiate or change the identification, evaluation, educational placement or provision of a free and appropriate public education (FAPE) to your child. This notice should be given to you after a school district makes a decision and 10 school days before action is taken on the decision, unless the school district and you both agree to waive the 10-day notice.

To: \_\_\_\_\_  
Parent/Guardian/Adult Student

Date: \_\_\_\_\_  
Re: \_\_\_\_\_  
SASID: \_\_\_\_\_

### ACTION(S) PROPOSED/REFUSED

OSEP District 1 is providing notice of the following:

- |   |   |  |
|---|---|--|
| 1. <input checked="" type="checkbox"/> The District is proposing to | 2. <input checked="" type="checkbox"/> initiate | 3. <input type="checkbox"/> identification/eligibility |
| <input type="checkbox"/> The District is refusing the request to    | <input type="checkbox"/> change                 | <input checked="" type="checkbox"/> an evaluation      |
|   |   | <input type="checkbox"/> an educational placement      |
|   |   | <input type="checkbox"/> the provision of FAPE (IEP)   |

### DESCRIPTION / REASON

**Description/Reason of the proposed or refused action:**

Description is entered here

**The reason for proposing or refusing to take action is:**

Reason is entered here

**Description (including the date) of each evaluation procedure, assessment, record, or written report the school district used as a basis for the proposed/refused action:**

Evaluation data is entered here

**Date this action will take effect**

03/18/2022

**Other options the PPT considered and rejected**

- Instruction in the general education environment with supplementary aids and services
- No other options were considered and rejected
- Other

**Reason for rejecting other options**

- The student would not receive an appropriate program in the least restrictive environment.
- Other

**Other factors that are relevant to this action**

- There are no other factors that are relevant to the PPT decision
- Other

**PLEASE NOTE:**

Parents have a right to disagree with what is being proposed or refused by the district and may access the due process options described in the procedural safeguards of the IDEA. A copy of the procedural safeguards can be obtained by contacting CDSE Team at 777-888-9999 or emailtest@email.com .

This notice must be provided in the native language of the parent or other mode of communication used by the parent unless it is clearly not feasible to do so.

For assistance with understanding the provisions of the IDEA, please contact the district's special education director or the state's Parent Training and Information Center: Connecticut Parent Advocacy Center (CPAC) at 860-739-3089 or 1-800-445-2722; E-mail: cpac@cpacinc.org

- This notice was:**
- provided to Parent at the PPT meeting
  - hand delivered
  - mailed
  - e-mailed
  - sent electronically to the parent portal



## Summary

- Prior Written Notice is required by federal and state special education law
- The new PWN format will support better understanding of actions proposed or refused by the district
- Some information will be in narrative format (not checkboxes)
- Parent waiver information is built into the process flow and document



# Questions



# Thank You!



## CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Bryan Klimkiewicz**

**Special Education Div. Dir.**

**[Bryan.Klimkiewicz@ct.gov](mailto:Bryan.Klimkiewicz@ct.gov)**

**Rob Geier**

**Senior Consultant PCG**

**[CT-SEDS@pcgus.com](mailto:CT-SEDS@pcgus.com)**

**Michael Tavernier**

**Education Consultant –  
Bureau of Special Education**

**[Michael.Tavernier@ct.gov](mailto:Michael.Tavernier@ct.gov)**

**Natalie Jones**

**Education Consultant –  
Bureau of Special Education**

**[Natalie.Jones@ct.gov](mailto:Natalie.Jones@ct.gov)**