

Connecticut State Department of Education
Bureau of Special Education
Prior Written Notice (PWN) Actions Proposed/Refused Reference Guide

		PWN Checkboxes									
Proposed/Refused Actions		1a	1b	2a	2b	3a	3b	3c	3d	CT-SEDS Module	Notes
NOTE: this is not an exhaustive list of actions that may/may not require Prior Written Notice		Proposing (taking an action)	Refusing	Initiate	Change	Identification/Eligibility	An Evaluation	An Educational Placement	The provision of FAPE (IEP)	Where PWN Entered	
1.	The PPT recommends conducting an evaluation (initial, three year reevaluation, targeted assessment)	X		X			X			Referral/Evaluation	Due to a 2nd Circuit Court decision, questions exist whether FBAs are considered evaluations pursuant to the IDEA. The BSE has not yet issued guidance on this issue. For now, we recommend that you continue with the practice in your district and any legal advice provided by your legal counsel.
2.	The PPT refuses a parent's request to conduct an evaluation (initial, three year reevaluation, targeted assessment)		X	X			X			Referral/Evaluation	
3.	After an initial evaluation, the PPT determines that the student is eligible for special education	X		X		X				Referral/Evaluation	
4.	After an initial evaluation, the PPT determines that the student is NOT eligible for special education	X		X		X				Referral/Evaluation	The district should provide a detailed description in the section titled "Description of Proposed or Refused Action" of the PWN document. Suggested text: "After reviewing evaluations, the PPT determined that the student is not eligible for special education."
5.	The PPT recommends changing the student's primary disability	X			X	X				Referral/Evaluation or IEP depending on type of meeting	After initial identification/eligibility, when not part of a 3-year reevaluation, enter this PWN.
6.	The PPT refuses a parent's request to change a student's primary disability		X		X	X				Referral/Evaluation or IEP depending on type of meeting	After initial identification/eligibility, enter this PWN.

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7.	The PPT develops the first IEP for an eligible student	X		X					X	IEP	
8.	The PPT revises a student's IEP at annual review or review/revise meeting	X			X				X	IEP	Revisions such as: adding services, removing services, increasing or decreasing services, change in how student will participate in school wide assessments, consideration of ESY, change in annual goals and objectives, change in related services, change in supplementary aids and services, etc. If multiple changes are made at annual review or review/revise meeting (e.g., revision of goals and objectives AND educational placement, etc.) will require multiple PWNs issued. This PWN is entered in the last tile in the IEP Module. If additional PWNs are required, create additional PWNs in the bottom "Documents" panel.
9.	The PPT refuses the parent's request to revise the IEP		X		X				X	Standalone PWN	The IEP is the vehicle for providing FAPE. If a parent requests something that is not documented in the IEP (e.g., specific teacher, etc.), the district does not have to provide prior written notice.
10.	The PPT recommends a diagnostic placement for the student	X		X			X			Referral/ Evaluation	CT special education regulations define a diagnostic placement as an evaluation.
11.	The PPT refuses a parent's request for a diagnostic placement		X	X			X			Depends on type of meeting	
12.	The PPT recommends that the student attend an out of district placement	X			X			X		IEP or Standalone PWN	

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13.	The PPT refuses a parent's request to place the student in an out of district placement		X		X			X		IEP or Standalone PWN	
14.	The PPT recommends that the student move from out of district placement back to a school in the district	X			X			X		IEP or Standalone PWN	
15.	Disciplinary change in placement	X			X			X		IEP or Standalone PWN	Any removal for more than 10 days, or pattern/series of removals totaling more than 10 days.
16.	After reviewing a 3-year reevaluation, the PPT determines that the student continues to be eligible for special education	X		X		X				Referral/ Evaluation	This may include change of primary disability which does not require an additional PWN but should be entered in the description/reason for action text box of the PWN form.
17.	Exit from special education (graduation)	X			X			X		IEP or Standalone PWN	
18.	The PPT determines that the student is no longer eligible for special education and will return to general education	X			X	X				Referral/ Evaluation	
19.	Parent or Adult Student revokes consent for special education services (after the initial consent for services)	X			X				X	Referral/ Evaluation or Standalone PWN	Revocation of consent must be in writing.
20.	Exit from special education due to reaching maximum age of day prior to age 22	NA	NA	NA	NA	NA	NA	NA	NA	NA	
21.	Parent request for an IEE	NA	NA	NA	NA	NA	NA	NA	NA	NA	Responsibility for a response to an IEE request is a decision for the district administration, not the PPT.