

## Basic Elements of “Written Prior Notice” (WPN) for Special Education

A parent must be notified in writing (given a WPN) no less than 14 days before the school district proposes to initiate or change, or refuses to initiate or change, the referral, evaluation, determination of eligibility, IEP, or educational placement of a child or the provision of FAPE to the child.

***WPN is a proposal to the parent for a change which has been decided upon by the IEP Team, but which has not yet been implemented.***

1. The **change** which the IEP Team has decided upon OR the Team’s decision to refuse the parent’s request for a change (“a description of the action proposed or refused”).
2. **Why** (the reasoning/rationale for the proposed change or refusal).
3. The **documentation used as a basis** in making the decision (“each evaluation procedure, assessment, record, or report the agency used as a basis for the proposed or refused action”).
4. A statement telling the parents that they have certain **rights (“procedural safeguards”)**, and that they must be given a copy of those rights (at certain steps in the process or if they request a copy).
5. Information about **where the parents can get help** in understanding their special education rights.
6. **Other options** considered by the IEP Team and why those options were rejected.
7. **Other factors** relevant to the decision to make the proposed change or refuse the change requested by the parent.

This information is from the *NH Rules for the Education of Children with Disabilities*, Ed 1120.03(b) and the *Individuals with Disabilities Education Improvement Act (IDEA)* of 2004, §300.503(b)(1)-(7).