**REQUESTING PRIOR WRITTEN NOTICE**

SAMPLE LETTER

Date

Your Name  
Street Address  
City, State, Zip  
Daytime telephone number  
Email Address

Dear (***Name of Principal and/or Specia Education Administrator***),

At our meeting (**or during our phone conversation, *whichever applies***) on (***date****),* we discussed my child’s (***name of child****)* identification, evaluation, eligibility, placement, and IEP services (***pick the relevant areas****).* I requested (**\_\_\_\_\_\_\_\_\_\_\_\_\_**) or was denied (**\_\_\_\_\_\_\_\_\_\_\_\_\_**) (or) I was told the school intends to (**\_\_\_\_\_\_\_\_\_\_\_\_\_**). I did not receive information about this decision in writing.

The Individuals with Disabilities Education Act (IDEA) regulations §334 CFR 300.503 states parents are entitled to Prior Written Notice (PWN) concerning the matter discussed including:

* A description of the action the school proposed or refused.
* An explanation of why the school proposes or refuses to take the action.
* A description of other options the school considered and the reason(s) for rejecting (declining) these options.
* A description of other facts important to the school’s proposal or refusal.
* A description of each evaluation procedure, test, record, or report the school used as a basis for its decision.
* A statement that I as the parent of a child with a disability, have protections under the Procedural Safeguards in IDEA.
* Information on how I can get a copy of the Procedural Safeguards if not included with the notice and
* Sources I can contact for help in understanding the PWN.

I look forward to receiving the Prior Written Notice as soon as possible so that I can understand the decision that was made and decide on any further action we may need to take. Thank you very much for your prompt attention to this request.

Sincerely,

Your Name

Cc: Anyone you would like to receive a copy of this letter