

Prior Written Notice (PWN) Checklist

Code of Federal Regulations, 34 CFR 300.503
Washington Administrative Code, WAC 392-172A-05010

Was the PWN sent to the parent/guardian?

Was the PWN sent to the parent/guardian **AFTER** the meeting took place?

Was the PWN sent to the parent/guardian **WITH ENOUGH TIME** before the start date of the PWN for the parent/guardian to respond, if necessary?

Are **ALL** the parent/guardian **REQUESTS** noted in the PWN?

Did the parent/guardian review the PWN to make sure all their requests, refusals and discussions are listed and correct?

Did the parent/guardian send in writing to the school district any items missing from the PWN or that need corrections?
