



## **Necessity of Prior Written Notice (PWN)**

- The State Special Education Procedures outline situations when a prior written notice is required for parents as a part of the IEP process. The State Special Education Documentation Guide also explains situations that necessitate a Prior Written Notice. These documents are available at:  
<http://www.iowaidea.org/vnews/display.v/SEC/IEP%7CStatewide%20Special%20Education%20Procedures%3E%3EManual>
- The PWN is a critical legal document, and is needed in many/most situations involving IEPs that involve changes. There are some situations where a Prior Written Notice is not legally mandated, such as change of qualified service providers, and other changes that do not alter the IEP services. However, because the PWN is viewed as a very critical part of the IEP, and is considered to be a crucial communication tool in situations of parental disagreement, **it will be the policy of Green Hills AEA, that the PWN be completed and included as a part of every IEP.**