

Prior Written Notice to a Parent

Prior written notice, IDEA Part B | Marked-up specimen

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A notice rewritten for the reader the regulation names, with queries where the original omits something.

ORIGINAL, WITH EDITS MARKED

SPECIMEN, PREPARED BY EDITFAST FOR ILLUSTRATION. NOT A REAL RECORD.

PRIOR WRITTEN NOTICE

Kestrelton Area School District (fictitious) - Student: A.B. - Date: March 4, 2027

The District proposes to modify the provision of SDI in the area of written expression from 150 min/wk in the SPED setting to 90 min/wk in the gen ed setting with consult¹, effective 3/18/27², based on review of PLAAFP data, progress monitoring, and team discussion at the 3/4/27 ARD, and in consideration of LRE³.

Other options considered were rejected.⁴ Evaluation procedures, assessments, records and reports used as a basis are on file.⁵ Parent rights were provided.⁵

WHAT CHANGED, AND WHY

#	Was	Now	Reason
1	modify the provision of SDI in the area of written expression from 150 min/wk in the SPED setting to 90 min/wk in the gen ed setting with consult	pecially designed instruction in written expression will change. It will go from 150 minutes each week in the special education setting to 90 minutes each week in the general education setting, with consultation	SDI, SPED, gen ed, min/wk, and consult are five shortened forms in one clause, in a document the regulation requires to be understandable to the general public. The minutes and the settings are unchanged.
2	effective 3/18/27	Beginning March 18, 2027	An all-numeric date is read as March 18 in one country and as August 3 in another. The notice goes to a parent, who may not share the writer's convention.
3	based on review of PLAAFP data, progress monitoring, and team discussion at the 3/4/27 ARD, and in consideration of LRE	The team reviewed the present levels of academic achievement and functional performance, and the progress monitoring data. The team also considered the discussion at the March 4, 2027 team meeting and the least restrictive environment requirement.	PLAAFP, ARD, and LRE are expanded, and one 54-word sentence becomes two. The four reasons are the four the draft gave, in the order the draft gave them.

#	Was	Now	Reason
4	Other options considered were rejected.	[Query to the district: the regulation calls for a description of the other options the team considered and the reasons those options were rejected. The draft names neither. Please supply both.]	The sentence names no option and no reason, so a reader cannot tell what was weighed. Which options the team in fact considered is the district's record. An editor can raise the gap and cannot fill it.
5	Evaluation procedures, assessments, records and reports used as a basis are on file. / Parent rights were provided.	The evaluation procedures, assessments, records, and reports used as a basis for this proposal are on file. [Query to the district: where may the parent see them, and by what date?] / The district provided you with a copy of the procedural safeguards notice. [Query to the district: on what date?]	Both originals are passive, and neither says where or when. The second becomes active, a serial comma is added to the first, and the two missing facts are queried rather than invented.

EXAMPLE
FOR ILLUSTRATION ONLY