

New Special Education Teacher Webinar Series

Understanding the Prior Written Notice

October 2017



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VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

1. All Students Proficient and Showing Growth in All Assessed Areas
2. Every Student Graduates from High School and is Ready for College and Career
3. Every Child Has Access to a High-Quality Early Childhood Program
4. Every School Has Effective Teachers and Leaders
5. Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. Every School and District is Rated “C” or Higher

Teacher Listserv



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Special Education

The Office of Special Education is a service-oriented organization that seeks to improve the education experience for children with disabilities. We strive to nurture a dedicated staff through intense professional development opportunities, field experience, and individual accountability.

In keeping with the Individuals with Disabilities Education Act and state law, we help local schools and districts provide effective educational programs to students with disabilities, ages 3-20, who need special education and related services.

To register for professional development opportunities offered by the Office of Special Education, please visit https://services.nmec.net/MDE_Workshops.cfm. The professional development opportunities offered by the Office of Special Education can be located by selecting Special Education workshops. Once you select Special Education, a listing of all posted special education training sessions will appear for your review and consideration.

Resources for Parents

For immediate assistance, call the Parent Hotline: 1-877-544-0408. For meeting updates, helpful articles, publications, forms and other resources, [click here](#).

Resources for Teachers

For the latest updates, articles and other information related to special education and teaching, please [click here](#) to sign up for Special Education Teachers email list.



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Overview

Target Audience

This webinar series is intended for special education teachers with 0-3 years experience. However, it is available to anyone who would like to participate.

Purpose

- To provide support and guidance to new special education teachers on a consistent basis throughout the school year
- To address the topics and issues that are relevant to new special education teachers in a timely manner

Registration and Dates

Registration link:

<https://attendee.gotowebinar.com/register/8555677492844037122>

The webinar will be the **first Thursday** of every month at 3:00 p.m.

October 5, 2017

February 1, 2018

November 2, 2017

March 1, 2018

December 7, 2017

April 5, 2018

January 11, 2018

Recordings

- For those who are not able to participate in the live webinar, the recordings will be posted to the Office of Special Education's website along with any supporting documents that may be referenced during the webinars.
- The webinar recordings can be found by clicking on the following link: www.mdek12.org/ose/training/webinars.

Format

- **Hot Topics** will address any new initiatives or important updates in special education.
- **Do Now** will provide teachers with a “To-Do List” of time-sensitive tasks.
- **Did You Know** will address specific special education topics.
- **FAQ** will answer questions submitted by participants.

Questions

- Submit questions to be addressed during the FAQ section of each webinar to scoon@mdek12.org by the Friday prior to the first Thursday of each month.
- Put **New Special Education Teacher FAQ** in the subject line.

Hot Topics

Did You Know?

- Graduation Options regional meetings for special education directors are scheduled around the State throughout the month of October and November.
- Guidance for Discontinuation of the MS Occupational Diploma resources can be found at the following link:
<http://www.mdek12.org/ESE/secondary-education/new-diploma-endorsement-options/resources>
- Scroll down to the August monthly webinar for an overview of the new graduation options.

Do Now

Do Now

- Check reevaluation dates to ensure compliance with three-year timeline.
- Prepare for progress monitoring before and after Thanksgiving break to collect data for ESY determination.
- Check MSIS rosters and information for correct dates, SCD determinations, LRE placements, etc. in preparation for the December 1 child count.

Did You Know?

Notice of Invitation to Committee Meeting

- Formerly called the Written Prior Notice (WPN)
- Provided *prior to the meeting*
- Provided early enough to ensure that parents will have the opportunity to attend and scheduling at a mutually agreed-upon time and place.
- The notice must indicate the purpose, time and location of the meeting and who will be in attendance by name and position. Substitutions by position are permitted. (SBP 74.19, § 300.322)

Notice of Invitation to Committee Meeting

NOTICE OF INVITATION TO COMMITTEE MEETING

[Public Agency Name]
[Public Agency Address 1]
[Public Agency Address 2]

[Name and Role of Contact Person]
[Contact's Phone and Fax Numbers]
[Contact's Email Address]

To: [Parent, Guardian, or Surrogate Parent]

Date: [Date invitation sent]

You are invited to attend a meeting regarding your child, _____ [child's name] _____
to be held _____ [date, time, and location] _____.

Your participation is very important! This meeting must be held at a mutually agreed upon time and place. If you are not able to meet at this time or location or if you need transportation or interpreter services to participate in the meeting, please contact [Contact Person] using the contact listed above to reschedule the meeting at a more convenient time or location or arrange for assistance. You can also indicate your preferences on the Notice of Invitation to Committee Meeting Reply letter included.

The purpose of this meeting is (*check all that apply*):

Child Find, Evaluation, and Eligibility Determination

- To determine if your child needs a comprehensive evaluation and to plan the initial evaluation.
- To discuss your child's evaluation and to determine if your child is eligible for special education.
- To determine if your child needs additional assessment for a reevaluation and to plan the reevaluation.
- To discuss your child's reevaluation and to determine if your child continues to be eligible for special education.

Individualized Education Program [IEP]

- To develop an initial or annual IEP for your child.
- To review your child's IEP and to revise it, if necessary.
- To develop or revise your child's transition plan.
- To determine if your child needs Extended School Year (ESY) services.

Other

- To determine your child's most appropriate placement.
- To discuss disciplinary actions.
- To conduct a manifestation determination.
- To develop, review, or revise a behavior support plan.
- Other: _____

Notice of Invitation to Committee Meeting

Other people who have been invited to this meeting include:

Agency Representative: **[Agency Representative name]**

General Education Teacher: **[Teacher's name]**

Special Education Teacher: **[Teacher's name]**

[Other role]: [Other name]

[Other role]: [Other name]

[Other role]: [Other name]

[Other role]: [Other name]

You are an important member of this team! You are welcome to bring anyone with special knowledge or expertise about your child who can assist you at the meeting, or any information (e.g., medical records, results of outside testing, or work samples) that would help with making educational decisions for your child. Your child is also welcome to attend if you wish. You are also able to audio and/or video record this meeting, if you wish; however, you will need to give us a 24-hour notice so that we may also be able to record the meeting. I have included the following important information for you:

- Notice of Invitation to Committee Meeting Reply.
- Procedural Safeguards Notice.
- [Title/Description of any document(s) included]**

Please respond to this Notice of Invitation to Committee Meeting by completing the Notice of Invitation to Committee Meeting Reply letter included and returning it to your child's school or program. If you have any additional questions or concerns, please contact me using the number above.

Sincerely,

[Name and Role of Contact Person]

Prior Written Notice (PWN)

- Sent after the meeting, *prior to implementing an action*
- Must be given to parent within seven days from the meeting date/decision (SBP 74.19, § 300.301)

Prior Written Notice (PWN)

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PRIOR WRITTEN NOTICE

[Public Agency Name]
[Public Agency Address 1]
[Public Agency Address 2]

[Name and Role of Contact Person]
[Contact's Phone and Fax Numbers]
[Contact's Email Address]

To: [Parent, Guardian, or Surrogate Parent]

Date: [Date notice sent]

Public agencies are required to provide written notice to the parent when they propose or refuse to initiate or change the identification, evaluation, or educational placement of a child or propose or refuse to initiate or change the services and supports provided to a child which constitute a Free Appropriate Public Education (FAPE). This letter is your notice of the following action proposed or refused regarding your child... [child's name] _____:

REQUEST	
On [date of meeting], [school district or program] proposed the following action as outlined below:	
ACTION PROPOSED	
<p>Your child's [school district or program] proposes to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct an initial comprehensive evaluation of your child. <input type="checkbox"/> Conduct a reevaluation of your child. <input type="checkbox"/> Determine your child's eligibility status and disability category. <input type="checkbox"/> Change your child's eligibility status or disability category based on a comprehensive reevaluation. <input type="checkbox"/> Exit your child from special education. <input type="checkbox"/> Begin new special education and/or related services. <input type="checkbox"/> Develop an Individualized Education Program for your child. <input type="checkbox"/> Change your child's IEP and/or special education and/or related services (e.g., annual goals, participation in State-wide assessments, supplementary aids and services, or supports to school personnel). <input type="checkbox"/> Provide Extended School Year (ESY) services <input type="checkbox"/> Change your child's educational placement. <input type="checkbox"/> Remove your child for disciplinary reasons which results in a change in placement (e.g., a removal for more than 10 days during a school year or removal to an Interim Alternative Educational Setting). <input type="checkbox"/> Other: _____ 	Describe the specific action proposed:
<p>This action will go into effect:</p> <ul style="list-style-type: none"> <input type="checkbox"/> after receiving your informed written consent on the parental consent form enclosed. (for evaluations) <input type="checkbox"/> on [date of implementation or implementation of change]. 	
ACTION REFUSED	
<p>Your child's [school district or program] refuses to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct an initial comprehensive evaluation of your child. <input type="checkbox"/> Conduct a reevaluation of your child. <input type="checkbox"/> Change your child's eligibility status or disability category based on a comprehensive reevaluation. <input type="checkbox"/> Change your child's IEP and/or special education and/or related services (e.g., annual goals, participation in State-wide assessments, supplementary aids and services, or supports to school personnel). <input type="checkbox"/> Provide Extended School Year (ESY) services <input type="checkbox"/> Change your child's educational placement. <input type="checkbox"/> Other: _____ 	Describe the specific action refused:

This document is located in
Procedures for State Board Policy
74.19, Volume 3, Appendix PS.E:

<http://www.mdek12.org/OSE/PP>

Prior Written Notice (PWN)

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REASON / JUSTIFICATION
<p><i>Provide the reason or justification for taking the proposed action(s) or for refusing to take an action(s) requested.</i></p> <p><i>Describe other options that were considered and rejected.</i></p> <p><i>Describe the evaluations, tests, records, or reports that were used as the basis for the action(s) proposed or refused.</i></p> <p><i>Describe any other relevant factors to this situation.</i></p>

You and your child have protections under both the Individuals with Disabilities Education Act (IDEA) and State Board of Education Policy 74.19. If you are a parent of a child with a disability, at least once per year you will be provided a copy of the Procedural Safeguards Notice which describes the rights of you and your child. If you have any questions about your rights and would like assistance in understanding your rights, you may contact me or any of the following:

<p>Mississippi Dept. of Education Post Office Box 771 Jackson, MS 39205-0771 Phone: (601) 359-3498 Fax: (601) 359-1829 Toll Free Parent Hotline 1-877-544-0408</p>	<p>Disability Rights Mississippi 210 E. Capitol Street Suite 600 Jackson, Mississippi 39201 Phone: (601) 968-0600 Fax: (601) 968-0665 Toll Free Number 1-800-772-4057</p>	<p>MS Parent Training & Information Center 2 Old River Place, Ste. M Jackson, MS 39202 Phone: (601) 969-0601 Fax: (601) 709-0250 Toll Free Number 1-800-721-7255</p>
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Please contact me if you have any questions regarding this information.

Sincerely,
[Name and Role of Contact Person]

Enclosures: []

Prior Written Notice (PWN)

The PWN details the decisions made by the committee.

Who?

What?

Why?

Where?

When?

Purpose and Timing of the PWN

- The public agency's **proposal** or **refusal** to carry out an action **must** be explained.
- Must be given at least seven calendar days before implementing a proposed action, such as:
 - Identification, evaluation, educational placement, or provision of FAPE to the child
- Parents may waive the seven days.
- Parents must be allowed time to seek resolution if they disagree with the committee's decision.

§ 300.503 of Chapter 74, SBP 74.19

PWN Example

PRIOR WRITTEN NOTICE

Anytown School District
1234 School Street
Anytown, MS 98765

Amy Kelly, Special Education Teacher
601-123-4567
akelly@anytownsd.org

To: Mr. and Mrs. Joe Smith

Date: 11-14-17

Public agencies are required to provide written notice to the parent when they propose or refuse to initiate or change the identification, evaluation, or educational placement of a child or propose or refuse to initiate or change the services and supports provided to a child which constitute a Free Appropriate Public Education (FAPE). This letter is your notice of the following action proposed or refused regarding your child, Jennifer Smith:

REQUEST	
On November 14, 2017 , Anytown School District proposed the following action as outlined below:	
ACTION PROPOSED	
<p><i>Your child's [school district or program] proposes to:</i></p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Conduct an initial comprehensive evaluation of your child.<input type="checkbox"/> Conduct a reevaluation of your child.<input type="checkbox"/> Determine your child's eligibility status and disability category.<input type="checkbox"/> Change your child's eligibility status or disability category based on a comprehensive reevaluation.<input type="checkbox"/> Exit your child from special education.<input type="checkbox"/> Begin new special education and/or related services.<input type="checkbox"/> Develop an Individualized Education Program for your child.<input type="checkbox"/> Change your child's IEP and/or special education and/or related services (e.g., annual goals, participation in State-wide assessments, supplementary aids and services, or supports to school personnel).<input type="checkbox"/> Provide Extended School Year (ESY) services<input type="checkbox"/> Change your child's educational placement.<input type="checkbox"/> Remove your child for disciplinary reasons which results in a change in placement (e.g., a removal for more than 10 days during a school year or	<p><i>Describe the specific action proposed:</i></p> <p>A comprehensive assessment will be conducted in the following areas:</p> <ul style="list-style-type: none">Speech/LanguageAchievementIntelligenceBehavior (specifically ADHD)

PWN Example

This action will go into effect: <input type="checkbox"/> after receiving your informed written consent on the parental consent form enclosed. <i>(for evaluations)</i> <input type="checkbox"/> on November 14, 2017 . Parent Signature: _____	
ACTION REFUSED	
<i>Your child's [school district or program] refuses to:</i> <input type="checkbox"/> Conduct an initial comprehensive evaluation of your child. <input type="checkbox"/> Conduct a reevaluation of your child. <input type="checkbox"/> Change your child's eligibility status or disability category based on a comprehensive reevaluation. <input type="checkbox"/> Change your child's IEP and/or special education and/or related services (e.g., annual goals, participation in State-wide assessments, supplementary aids and services, or supports to school personnel). <input type="checkbox"/> Provide Extended School Year (ESY) services <input type="checkbox"/> Change your child's educational placement. <input type="checkbox"/> Other: _____	<i>Describe the specific action refused:</i> None

Have the parent sign next to the date that the action will go into effect. If they waive the seven-day wait, date it on the day services will begin. If they do not waive the seven days, date it for seven days after the meeting. If informed parental consent has been obtained, the action may proceed on that date with no further notice to the parent.

PWN Example

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REASON / JUSTIFICATION

Provide the reason or justification for taking the proposed action(s) or for refusing to take an action(s) requested.

Behavioral and RtI data and failure to progress through the curriculum indicated a need for comprehensive assessment.

Describe other options that were considered and rejected.

Continued Tier 3 interventions were considered but rejected due to Jennifer's lack of adequate progress.

Describe the evaluations, tests, records, or reports that were used as the basis for the action(s) proposed or refused.

RtI progress monitoring (STAR), cum record review, teacher report, observation, grades. Student also has an outside diagnosis of ADHD.

Describe any other relevant factors to this situation.



FAQ

Q: How must I document progress on the IEP?

A: Progress must be documented every nine weeks, or at least as often as nondisabled peers receive notification of progress. A statement of progress for each STIO/Benchmark should be included until it is mastered. You may give a level of mastery for each STIO/Benchmark or state that it “has not yet been addressed.”

FAQ - Example

Report of Progress		
Methods of Measurement (MOM)	Progress on Annual Goal (PAG)	
OBS = Observation CRT = Criterion-Referenced Test CBM = Curriculum-Based Measure WS = Work Samples D/P = Demonstration/Performance Other: _____	A. The student is making sufficient progress to meet the annual goal. B. The student is making insufficient progress to meet the annual goal. (An IEP meeting must be held to discuss revisions.) C. The annual goal has been met or exceeded. D. This annual goal has not been introduced yet.	
Date of Report	Current Level of Performance (CLP) for Report of Progress <i>Describe the student's current performance on the annual goal based on progress on STIO/B using the identified method(s) of measurement (OBS, CRT, CBM, WS, D/P, etc.).</i>	PAG
10/6/17	<i>Jennifer has mastered STIO 1 with 85% accuracy. She has progressed from 10% to 40% mastery of STIO 2. STIO 3 has not yet been addressed.</i>	A
1/8/18	<i>Jennifer has mastered STIO 2 with 80% accuracy. STIO 3 has not yet been addressed.</i>	A
Notification of Progress Provided to Parents/Guardians		
Type	<input type="checkbox"/> Progress Notes <input checked="" type="checkbox"/> Report Cards <input checked="" type="checkbox"/> Goals Sheets <input type="checkbox"/> Other: _____	
Frequency	<input type="checkbox"/> Every 4 ½ weeks <input type="checkbox"/> Every 6 weeks <input checked="" type="checkbox"/> Every 9 Weeks <input type="checkbox"/> Other: _____	



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