Prior Written Notice (PWN) and Procedural Safeguards (PS):

	Notification	PWN	Copy of PS	PS Statement on Form*
Procedural Safeguards must be provided to the parent once a year			X	
Upon request of the parent			X	
Initial referral	Verbal or written notification	X	X	
Initial evaluation	Informed Consent	X		X
Refusal to evaluate		X		X
Student found ineligible for special education services		X		X
IEP meeting	Invitation			
Initial educational placement	Informed Consent	X		X
Refusal or Failure to Respond for a Consent for Reevaluation		X		
Reevaluation without further assessments conducted	Verbal or written notification	X		
Reevaluation with assessments conducted	Informed Consent	X		
District accepts out-of-district IEP and eligibility category		X		X
Change of Placement		X		X
Change in the type and amount of services		X		X
Change in the IEP		X		X

Exit from special education (including graduation)	Notification by district letter for graduation	X		X
Parent revokes consent for services		X		X
District refuses services requested by parent		X		X
District proposes/refuses to change disability category		X		X
District changes or destroys information in district files that personally identifies a child		X		X
Intent to transfer parental rights (at least by 17-years of age)	Verbal or written notification	X		
Request for due process hearing			X	
Discipline	Verbal or written notification	X		

*For those actions that require Prior Written Notice, but DO NOT require provision of a copy of the Procedural Safeguards, the following statements must be included on the Prior Written Notice form:

1. A statement of the parents' protection under the Procedural Safeguards and a means by which a copy can be obtained, AND
2. Sources for parents to contact to obtain assistance in understanding the provisions of the Procedural Safeguards.