

General Guidance

Written Notice (WN) should be provided to document the decision(s) made by the student's IEP team, which includes the parent/guardian. Your team should not provide *Written Notice* without discussing the situation with parents and making decisions with their input, based on individualized student needs.

While there may be information in the WN that is similar for all students, each WN should also reflect the unique needs and decisions made by the student's team, which includes parents.

WN Component	Guidance
<p>A. Actions Proposed and/or</p> <p>B. Actions Refused</p>	<p>This section is where you will identify the proposed and/or refused actions by the district. Overall, what is the district proposing to do -OR- what is the district refusing to do?</p> <p>Example: Actions Proposed (Other): The team proposes to add an <i>Individualized Distance Learning Plan</i> to the IEP, for use as the district transitions between Categories 1, 2, and 3, based on the level of community spread of COVID-19.</p>
<p>C. Explanation of why actions were proposed or refused</p>	<p>While there may be information in the <i>Written Notice</i> that is similar for all students, each WN should also reflect the unique needs and decisions made by the student's team, which includes parents.</p> <p>Example (Other): The IEP team has determined that an <i>Individualized Distance Learning Plan</i> is necessary to ensure (Student) is able to access special education services and supports, regardless of the level of community spread (Category 1, 2, 3), as determined by the district.</p>
<p>D. The following options were considered and rejected because</p>	<p>This is where the bulk of your written notice information will be located. You will need to document options discussed by the team that were considered and rejected. This section will need to include information on how parents participated in the decision-making.</p> <p>You may also consider including how the team made decisions about the <i>Individualized Distance Learning Plan</i> and how the team agreed to communicate when it is time to transition between plans.</p>
<p>E. The following evaluation procedures, tests, records and reports were used as a basis for the decision</p>	<p>Document the conversation with parents, input from IEP team members, any planning documents your team used, consideration of student strengths and needs, and the unique environmental circumstances or changes specific to this student.</p>
<p>F. The following information and other factors are relevant to the decision</p>	<p>This section is where your team could include information from district, state, and national guidance regarding COVID-19 as well as any other information relevant to the team's decisions. It is highly recommended that ALL sections of a WN be completed, even if the same or similar information is included. For example, a reference to Section C, or inserting the language in Section C may be appropriate for this section.</p>

If your team has difficulty reaching parents, you should make multiple attempts to contact them (ex: phone call w/ voicemail, email, postal service) and document each attempt including date/time, method of contact, and response. After multiple attempts with no response, the team should document the PROPOSED changes in *Written Notice*. Within the WN, include the dates/times and methods used to contact parents and give a start date of the proposed changes 10 days from the date of WN so parents have an opportunity to respond prior to implementation of the changes.