



Written Notice Parent Quick Guide: COVID-19



What is Written Notice?

When your child's school provides *Written Notice*, they are informing you in writing that they would like to make a change (or that they would *not* like to make a change) to certain components of your child's IEP. In most cases, you will have been included in the communication that leads to *Written Notice*.

Written Notice explains *what* the district would like to change (or not change), *why* they would like to change it (or not change it), and *what* other options were considered so you have an opportunity to review and understand the changes before they are implemented.

Written Notice Component	What it means
A. Actions Proposed and/or B. Actions Refused	<p>This section is where the district will state what actions they propose or refuse to take. Your school district might propose or refuse to complete an evaluation, change your child's IEP, or change how they will support your child at school.</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>
C. Explanation of why actions were proposed or refused	<p>This section will give you more information as to why the district proposed or refused an action (above). The district will use information from the communication you had with the IEP team and should give you a clear understanding of why the decision was made.</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>
D. The following options were considered and rejected because	<p>While your team discussed what services will look like for your child, you likely talked about things you would and wouldn't do. In this section, the district will include what the team discussed, decided not to do, and why.</p>
E. The following evaluation procedures, tests, records and reports were used as a basis for the decision	<p>This section is where the district will list all of the information the team used to make the decision. They might include progress monitoring data, input from the IEP team, any planning documents your team used, your child's strengths and needs, and the unique environmental circumstances or changes specific to your student.</p>
F. The following information and other factors are relevant to the decision	<p>This section is where any other information that didn't fit somewhere else in the <i>Written Notice</i> will be included.</p>

Each Written Notice document will also include contact information for your child's school and/or special education team. If you are unsure about any part of Written Notice, you can always reach out to the team to get more information or clarification.