



RETURN TO SCHOOL

STEP 4 - SERVICES DELIVERY WORKSHEET



WHAT IS MY TASK IN THE PROCESS?

Prepare to discuss where and how your child's IEP services will be provided in different learning environments. Discuss placement and request Prior Written Notice (PWN) for each service asked for or offered.

IMPORTANT - Points to remember

- IEP services must be effective
- Placement is an IEP team decision, and schools must offer a Free Appropriate Public Education (FAPE)
- To help parents make informed decisions, the IDEA requires the provision of Prior Written Notice (PWN)
- You can request an IEP team meeting at any time - request in writing
- Ask for information to be provided in writing
- Keep copies of everything
- Request Prior Written Notice (PWN) for each service asked for or offered (see back of worksheet for Tennessee Department of Education one page guide to PWN)

PREPARE - Questions to ask

What are the specific expectations for my child in each learning environment? (in-person, virtual, hybrid)

Attendance _____ Work Completion _____

Hours per day/days per week _____ Other _____

What are the specific expectations for an adult supporting the learning process or services?

Will the adult be required to collect data, turn in work, use specific technology?

How will my child's special needs and accommodations and modifications be considered? (breaks, one-on-one assistance, modified work, etc...)

How will my child's services be scheduled, taking into consideration family schedules and routines?

CONSIDERATIONS - Needs for different learning environments

In-Person

- ◇ Home to school (and back) communication log
- ◇ Copy of the daily schedule
- ◇ Discuss each part of your child's day (where, how and by whom will your child receive services)
- ◇ Does my child need assistance with safety, and who will provide it?

Virtual

- ◇ If you work, do you have flexibility to provide supports?
- ◇ Is there an adult in the home with the flexibility and ability to provide supports?
- ◇ What are your limitations and obligations that may impact accessing or supporting virtual learning? (other children, appointments, limited or no internet, language barriers)

ASSISTANCE AND INFORMATION - What do you need

- ☐ tablet, laptop, or other device
- ☐ visual schedules
- ☐ materials to organize my child's work
- ☐ assistance with homework
- ☐ suggestions for connecting my child with their peers
- ☐ training and technology that will be used
- ☐ other _____

CONTACT STEP FOR ASSISTANCE UNDERSTANDING YOUR RIGHTS AND HOW TO ADVOCATE FOR YOUR CHILD

Prior Written Notice

Prior written notice (PWN) is required when the public agency **proposes or refuses to initiate or change** the following:

- Evaluation
- Identification
- Educational placement
- Provision of a free appropriate public education (FAPE)

Prior Written Notice Content

1. Description of the **action(s) proposed or refused** by the school district.
 - Provide a clear explanation of each proposal and/or refusal that is factually grounded or informative, rather than being written in a vague, generic, and normative format.
2. Explanation of **why** the action is proposed or refused.
 - Provide a detailed rationale for the proposed and/or refused actions so that the parent clearly understands how the individualized education program (IEP) team reached its decision on each specific action.
3. A description of any **other options** the IEP team considered and the reasons for the rejection of those options.
 - Describe in detail all options considered and why each was rejected.
4. A description of each **evaluation procedure assessment, record, or report** the school district used as a basis for the proposed or refused action.
 - Be clear and specific about the information used.
5. A description of **other factors** that are relevant to the LEA's proposal or refusal.
 - Use this section to document important information and describe in detail any other relevant factors that were used by the IEP team.
6. Statement of the protections available under IDEA and the means by which a copy of the **procedural safeguards** may be obtained.
7. Sources to obtain **assistance** in understanding the provisions of IDEA.

Purpose of PWN

- Document decisions made, **but not yet acted upon**, by the IEP team and the basis for those decisions
- Provide adequate notice before the decisions are implemented
- Provide information on the protections provided under the procedural safeguards and how to obtain a copy of the procedural safeguards notice
- Provide sources for assistance in understanding the provisions of the prior notice requirement

Best Practice Tips:

- Avoid leaving blanks and/or using terms such as not applicable, none, or NA.
- Avoid abbreviations and jargon. Write the PWN in language understandable by a reader who is not conversant in special education.
- Proofread and avoid "cookie-cutter" PWN statements.
- Ensure that the PWN is comprehensive and encompasses all proposed and/or refused actions, even when there is agreement with the proposal.