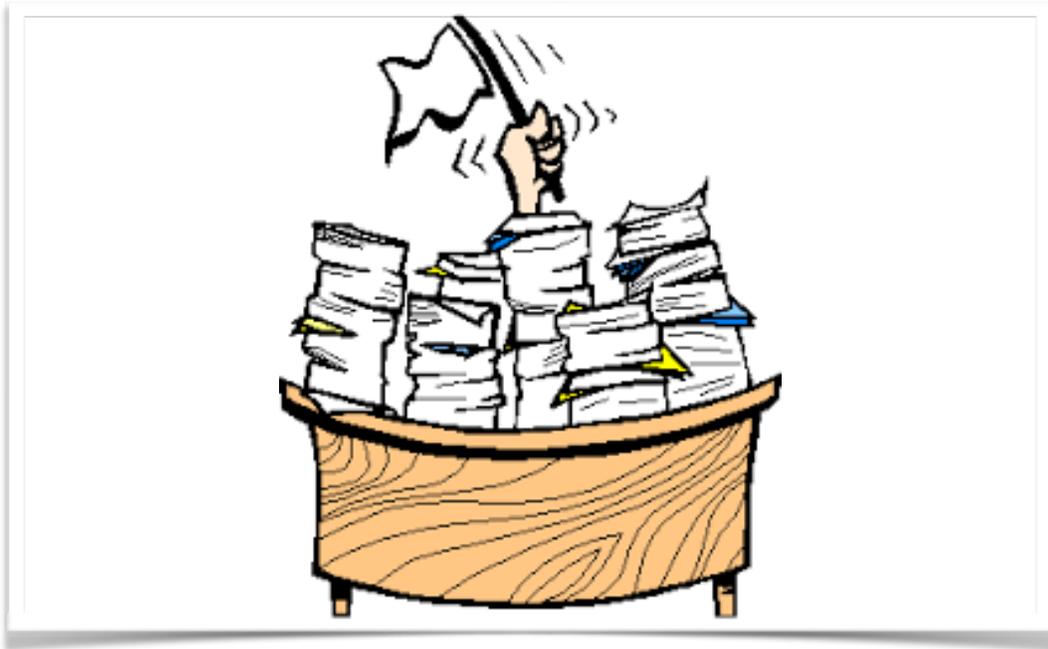


Psych Bytes



Prior Written Notice

Here is a quick answer section for Prior Written Notice (PWN). You can print several blank copies and bring them to a meeting because only one PWN can be open on SRS at one time.

Use prior written notice for:
MDT, IEP, Revocation, Initial Placement, Change of Placement

Prior written notice is found on SRS at the bottom of the Create Forms tab. It has been placed at the bottom of Part C section - this is the document you will use at this time. SRS will move it to the part B second in the future.

Revocation of Services is the only form on SRS that has PWN already on it.
All other PWN will need to be created on SRS.

Do the PWN when the meeting is done. You are creating a notice to document what was done at the meeting. You may have a PWN after the MDT portion and another PWN after the IEP portion.
Make it short and simple.

Notice of Meeting Quick Tips:

Create the Notice of Meeting as soon as you have a date set for the IEP and/or MDT.

Send the notice home one to two weeks prior to the meeting.

Document all attempts to contact parents on the notice.

If you receive the notice back with parent signature, mark parent signature on file and finalize.

If parent does NOT attend meeting and you do not have a signature, finalize the notice marking no signature on file.
Create a new Notice of Meeting for the new rescheduled date. Document all new attempts to contact parent.

Change of Placement

If a student has any change of time that is added or taken away, it is a change of placement. The IEP team needs to update the IEP to reflect the change in time. A Change of Placement form would also be completed to state the change. A Prior Written Notice will also need to be completed for both the IEP and the Change of Placement.



A Change of Placement is still completed for a change in services. For example: if a student is receiving special education resource AND speech/language services and then the student will only receive resource services, that change requires a change of placement.

Here's what to look forward to in February:

BEHAVIOR TIPS

Congratulations to last month's drawing winner:

STEPHANIE BUZEK FROM CROSS COUNTY

Click (or copy and paste) on the following link to be included in our monthly drawing:

https://docs.google.com/forms/d/e/1FAIpQLScU1XWHiB5hWvFVQBQX0TDQ6_0eYoPLUQq3yzV1fcfSyRk6w/viewform?usp=sf_link

ONE WINNER WILL BE CHOSEN FROM OUR ENTRIES EACH MONTH.

PSYCH BYTES BROUGHT TO YOU BY . . . THE SCHOOL PSYCHOLOGISTS OF ESU 7:

ANN DUBAS, BRANDY ROSE, CASSIE PROTHMAN, HALEY STROBEL, JACKIE TERNUS, JOLYNN MESCHER, APRIL BECKER