

Sample Prior Written Notice for a Student Graduating with a Standard Diploma

When a student is no longer eligible for services as a result of graduating with a Standard Diploma, the case manager sends a Prior Written Notice (PWN) to the student and parents. This is a template. Case managers should adapt this PWN to fit the specific details of the student. Use the PWN function on the Notices tab in ePEP to generate and send this notice.

Date: _____

Dear [Parents and Student],

This notice informs you of the following action:

[Student] will be exited from receiving special education services from the West Linn-Wilsonville School District.

which is a proposal to change the following aspect of [Student Name]'s special education:

- ☐ Identification
- ☒ Placement (other than initial placement)
- ☒ Provision of a free, appropriate public education (includes IEP)

This action is proposed because:

[Student] has graduated with a Standard High School Diploma from [School Name]

This action is based on the following evaluation procedures, tests, records or reports:

[Student] has met graduation requirements

Other options we considered were:

Continuing to provide special education services

We rejected these options because:

[Student] has met graduation requirements and therefore is no longer eligible to receive special education services

Any other factors considered by the team:

You will be receiving a Summary of Progress along with [student]'s final high school report card

Sincerely,

Name: [Case Manager]

Title: Teacher

Phone:

Parents of a child with a disability have protection under the procedural safeguards. For a copy of the Procedural Safeguards or for assistance in understanding this information you may contact:

Jennifer Spencer-Iiams

Assistant Superintendent of Student Services

503-673-7022