

GO-IEP Prior Written Notice

Within GO-IEP

Linda Castellanos
GO-IEP Program Manager



New Requirements in GO-IEP include PWN

- A button will show with downloadable PWN templates specific for the meeting purpose(s) in the meeting notice.
- The template can be downloaded any time after the meeting notice is created.
 - Purpose includes IEP or IEP Amendment - PWN Template for IEP will be available
 - Purpose includes Reevaluation Data Review - PWN Template for Reevaluation Data Review will be available
 - Purpose includes Initial Eligibility or Reevaluation Eligibility - PWN Template for Eligibility will be available

August 5, 2022

New Requirements in GO-IEP include PWN

- The templates are in fillable Word format allowing for text entry.
- The PWN should not be completed prior to the meeting.

August 5, 2022

Template Forms

Each form contains fields for all 7 elements required for PWN.

1. A description of the action proposed or refused
2. An explanation of why the action is being proposed or refused
3. A description of each evaluation procedure, assessment, record, or report used as a basis
4. A statement that the parents have protection under the procedural safeguards and the means by which a copy of those procedural safeguards can be obtained
5. Sources for parents to contact to obtain more information or understanding
6. A description of other options considered and reasons those options were rejected
7. A description of other relevant factors

August 5, 2022

Attach the completed PWN

The completed PWN for the IEP, Eligibility or RDR will be required to be uploaded on the audit/finalize page for each.

- Audits will verify that the PWN is uploaded.
- Uploaded PWN will show in a panel on the audit finalize page for each and on the documents tab.
- The PWN needs to be printed and provided to the parent immediately. It will not print with the IEP, Eligibility, or RDR.
- The PWN document cannot be deleted from Documents tab.
- To remove/replace an attached PWN, delete it on the audit/finalize tab of the IEP, Eligibility, or RDR.
- Once finalized, if the uploaded PWN needs to be replaced (for example, document for incorrect student was uploaded) send a ticket.

August 5, 2022

Next Phases of PWN in GO-IEP

- In the next several months, PWN templates will be integrated as new fields in the IEP, Eligibility, or RDR completed in GO-IEP and will then print with the IEP, Eligibility, and RDR.
- Many PWN fields will prefill with information entered in the document when it was developed.
 - When possible, GO-IEP will compare an IEP or Eligibility to the previous IEP or Eligibility to determine any changes which need to be included in PWN.
- Some fields of PWN do not have corresponding fields in the IEP, Eligibility, or RDR. This information will need to be manually entered.

August 5, 2022

Resources

- Previous Prior Written Notice (PWN) Training is also available in the GaDOE PL catalog at <https://login.community.gadoe.org/events/the-5-ws-of-prior-written-notice>.
- A presentation during SELDA by Family Engagement and Dispute Prevention on December 8, 2021, also discussed PWN. [Family Engagement and Dispute Prevention SELDA Handout](#)
- Recorded Webinar [Prior Written Notice in GO-IEP - GaDOE Community](#)
 - Includes a handout.

August 5, 2022

Contact Information

Linda Castellanos
Program Manager and Part B Data
Manager
Data & Georgia Online IEP (GO-
IEP) Unit
404-719-8045
lcastellanos@doe.k12.ga.us

Dale Rose
Program Specialist
Data & Georgia Online IEP (GO-
IEP) Unit
678-340-0162
drose@doe.k12.ga.us

Emily Dishman
Program Specialist
Data & Georgia Online IEP (GO-IEP)
Unit
678-326-8087
edishman@doe.k12.ga.us

Julie Youngblood
Program Specialist
Data & Georgia Online IEP (GO-IEP)
Unit
470-316-8663
jyoungblood@doe.k12.ga.us

August 5, 2022