GO-IEP
Prior Written Notice
Within GO-IEP

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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
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.
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
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.
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.
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.
Contact Information

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